# Laney College
# Full-Time Tenured and Part-Time Evaluation Process

This document outlines the evaluation processes as described in the *Faculty Evaluation Handbook,* which is Appendix 20 of the PCCD-PFT Contract as agreed upon through June 30, 2019. This document does not replace the *Faculty Evaluation Handbook* and when there are questions, the *Handbook* is the definitive sources. This document shares information on Laney-specific steps in the process. The first column is language from the *Handbook.* The second is Laney specific information.

Laney evaluations webpage:
https://laney.edu/faculty-evaluations/

**The Forms and How to Submit Them**

| | |
|---|---|
| The five (5) forms to be used in evaluations are:<br>1. Student evaluations of instructors<br>2. Faculty/classroom observation/evaluation(s)<br>3. Administrative evaluation<br>4. Self-evaluation<br>5. Summary report form | 1. All forms are at: https://laney.edu/faculty-evaluations/home/evaluation-forms/<br><br>2. All documents will be submitted directly to Joan Hsu via a Microsoft Form, the link is at https://laney.edu/faculty-evaluations/home/evaluation-forms/ Documents do not go to division staff assistants, they all go directly to Joan.<br><br>3. All documents should be named following this naming convention before they are attached to the Microsoft Form. Last name, first name, title of form, date. (Smith, Sally, Self-Evaluation, Spring 2023). |

**The Process**

| | |
|---|---|
| The Department Chair shall choose a single Faculty Evaluator from the Evaluee's discipline (or if necessary a related discipline, as defined by the Board of Governors' list of minimum qualifications) during the first four (4) weeks of the semester | 1. Chair picks and informs an evaluator within first 4 weeks of term. VPI can designate a second evaluator (who may be VPI or designee) if desired.<br><br>2. Chair informs dean of who evaluator will be. |
| The Faculty Evaluator holds the Preliminary Evaluation Meeting | Preliminary meeting: Evaluator holds preliminary meeting with evaluee and second evaluator (if there is one).<br><br>In this meeting it is recommended to:<br>1. Set dates for classroom observation and student evaluations. Both can be done in the same class session.<br><br>2. If classroom observation and student evaluations will be done in Canvas, the evaluee must set this up in Canvas. Watch this video for directions on how it is done: https://laney.edu/faculty-evaluations/online-evaluations/. Getting this set-up during the preliminary meeting is a good |

| | |
|---|---|
| | idea, as it may take 2 weeks for the process to be completed. (Additional directions on this set-up are below in the "student evaluations and/or classroom observation done in Canvas" box.)<br><br>3. Sets date for summary meeting.<br><br>4. Informs evaluee of deadline to complete their self-evaluation (due 2 weeks before the summary meeting).<br><br>5. Evaluator informs dean of dates that have been set as well as the deadline for the dean to complete the Administrative Evaluation form (due 2 weeks before the summary meeting).<br><br>6. Dean informs PFT of who the evaluator is and of the schedule for the evaluation. |
| The Faculty Evaluator does a Faculty/Classroom Observation/Evaluation | Although not required by the Collective Bargaining Agreement, many evaluators choose to hold a pre-classroom observation meeting with the evaluee. In this meeting, the evaluee can share their goals and objectives for the class which will be observed. Some have found this meeting about classroom pedagogy to be useful for both the evaluee and evaluator.<br><br>Classroom observation is held and student evaluations are completed. |
| Student evaluations – in person | If student evaluations are being done in person, blank scantron forms and pencils should be picked up in the Tower 7th floor copy room.<br><br>After completed, get the "Cover Sheet for Student Evaluations" from https://laney.edu/faculty-evaluations/home/evaluation-forms/ and send Scantron forms along with the cover sheet immediately following evaluation date via campus mail to: Shanova Berry, Ed. Services, District Office. Blank cover sheets are also available in the Tower 7th floor copy room.<br><br>It would be nice if you returned the pencils to the copy room. |
| Student evaluations and/or classroom observations done in Canvas | If student evaluations and/or the course observation are done in Canvas, follow these directions. Here is a video on how to do it at https://laney.edu/faculty-evaluations/online-evaluations/. |

| | |
|---|---|
| | 1. Evaluee requests access for the evaluator and for a student evaluation shell set up in Canvas by making a ticket in the helpdesk system.<br><br>a. Login to the Peralta Help Desk at helpdesk.peralta.edu/<br><br>b. Under request type, click “Canvas.”<br><br>c. A drop-down menu will appear on the right. Select “evaluation set up”.<br><br>d. Fill out the form (you need indicate your campus, evaluator name, course code, dates for evaluation, and whether you need a student evaluation setup).<br><br>e. Carbon copy or 'CC' the evaluator on the request.<br><br>f. Once you have completed the form, click “Save.”<br><br>g. You should receive email confirmation from the Help Desk that they received your request and will input the evaluator into the course and create the student evaluation shell. It may take 2 weeks for the courses to be set up.<br><br>2. Evaluator access<br>The Evaluator logs into Canvas and will be able to find new course shells as requested in their dashboard. It may take 2 weeks from the request to when they are set-up.<br><br>3. If using Canvas for STUDENT EVALUATIONS<br>a. The Evaluator needs to publish the Student Evaluation Shell. Go to the “Homepage” of the Student Evaluation Shell and click, “Publish” to allow students to see the evaluation shell when they log in. You can also view Instructions for How to Publish a Course (https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-publish-a-course/ta-p/1185) if needed.<br><br>b. The Evaluator needs to send a message using the “Inbox” tool to all enrolled students. To do so, go to “Inbox” in the blue bar along the left side, click the “Pencil” icon to compose a new message. Under “Course” choose the “Student Evaluation for COURSE NAME-COURSE CODE-INSTRUCTOR NAME." Your message should provide instructions to the students about the evaluation and request that they complete it by a deadline. |

| | |
|---|---|
| | c. It is also a good idea for the evaluee to contact the students and ask them to complete the evaluation.<br><br>d. After the evaluation period: when the deadline has passed for the student evaluations, the Evaluator goes back into the Student Evaluation Shell, and clicks the "Publish" button again on the homepage to unpublish the course to make it no longer accessible to students.<br><br>e. To pull down the data:<br>1. Evaluator opens the Student Evaluation Shell and clicks on the blue "Student Evaluation for Instructor" link on the homepage. On the next page click on the link that says "Survey Statistics" on the right-hand side. This opens the "Question Breakdown" and shows the data for the multiple-choice questions. It can be printed or saved as a PDF and shared with the instructor. You can also view Instructions for How to View Survey Statistics in Canvas or a video tutorial that demonstrates the process (https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-survey-results-in-a-course/ta-p/792 or video at https://screencast-o-matic.com/watch/cFjDrIqo0H). Upload the file in the Microsoft Form where you upload all the documents.<br>2. To access student comments, the Evaluator should click the button that says, "Student Analysis." This will generate a CSV file which will show all of the data in an Excel document. Scroll to the right on the Excel document to find the individual student comments. Either copy and paste them to a Word document and share them separately or print the entire Excel document as a PDF. You can also print out the one column with student comments. Upload the file in the Microsoft Form where you upload all the documents.<br><br>4. If using Canvas for CLASSROOM OBSERVATIONS<br>a. Evaluator enters the evaluee's course which is now found on their own Canvas dashboard and evaluate one unit or module as planned with the evaluee. The evaluator will only have access to the class during the one-week time frame specified on the Help Desk ticket.<br><br>b. The classroom observation form is the same for online and in person evaluations. |

| | |
|---|---|
| The Faculty Evaluator holds a Summary Evaluation Meeting | 1. Evaluator collects Self-Evaluation Form from evaluee 2 weeks before Summary Meeting.<br><br>2. Evaluator collects Administrative Evaluation Form from dean 2 weeks before Summary Meeting.<br><br>3.. Evaluator writes Summary Form.<br><br>4. Summary Evaluation meeting is held. Evaluator reviews all documents and discusses outcomes with evaluee. Dean is not required to attend. |
| Forms submitted | Evaluator submits all forms via the Microsoft Forms link at https://laney.edu/faculty-evaluations/home/evaluation-forms/<br><br>All documents should be named following this naming convention before they are attached to the Microsoft Form. Last name, first name, title of form, date. (Smith, Sally, Self-Evaluation, Spring 2023). |
| Payment | Evaluator submits form for payment. Part-time faculty are paid $120.00 per evaluation they complete. Full-time faculty are paid $120.00 for each completed beyond 3 in an academic year. The first 3 are unpaid. The stipend request for is at https://laney.edu/faculty-evaluations/home/evaluation-forms/ |