



Peralta Community College District

# ADMINISTRATIVE EVALUATION FORM

(For PART-TIME, LTS and TENURED FACULTY)

Semester \_\_\_\_\_ Academic Year \_\_\_\_\_ Date \_\_\_\_\_

Name of Faculty Member \_\_\_\_\_ College \_\_\_\_\_

Administrative Evaluator \_\_\_\_\_

*The purpose of this administrative review is to provide the Evaluation Committee with any information regarding the faculty member's professional responsibilities in the context of the administrative criteria listed below.*

### Professional Considerations and Responsibilities

- Meets established reporting deadlines for submission of grades and census rosters.
- Participates in professional development activities, subject to all contractual agreements.
- Ensures that the grading policy, syllabus and course content accurately reflect topics and objectives of course outline, provided that the Dean makes the course outline available to the instructor at initial hire, at the assignment of any new course prep, and any time the course outline has been changed.
- Submits syllabus including grading policy and the course approved student learning outcomes (SLOs) for each class to the VPI or Division Dean by the end of the first full-week of class provided that the VPI/Dean notifies the faculty member in writing of his/her responsibility and the deadline and provides a written copy of the college approved SLOs for the course.<sup>1</sup>
- Generally submits book order information on time and according to college guidelines, provided the guidelines and forms are provided to the instructor in a timely manner.
- Meets with class the required course clock hours, as per agreed-upon PCCD - PFT guidelines.
- Is responsive to communications which have been received from faculty, staff, administrators and students.
- Displays behavior consistent with professional ethics and academic freedom, as listed in the American Association of University Professors' Code of Ethics.

Comments, suggestions, strengths, weaknesses, explanations of checked boxes (above)

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<sup>1</sup> Letter to be sent to the faculty member 4 weeks in advance of the first day of class.

Administrative Evaluation Rating:

- Meets all requirements
- Does not consistently meet requirements

**Preferred Hiring Pool Eligibility Information (for part-time faculty only):**

YES\_\_\_NO\_\_\_ Either (1) employed as part-time faculty for 8 of last 12 semesters, or, if fewer, (2) successfully completed PCCD Faculty Diversity Internship program  
*(if NO, skip to end)*

YES\_\_\_NO\_\_\_ This evaluation final summary RATING qualifies (or continues to qualify) the faculty member for the Part-time Faculty Rehire Preference Pool  
*(if NO, skip to end)*

\_\_\_ Average teaching load for last 3 Fall semesters

\_\_\_ Average teaching load for last 3 Spring semesters

\_\_\_\_\_  
*[Administrator's Signature]*

\_\_\_\_\_  
*[Date}*

If Part-time Evaluatee is in the Part-time Faculty Rehire Preference Pool, evaluatee signature acknowledges above information and calculation:

\_\_\_\_\_  
*[Evaluatee's Signature]*

\_\_\_\_\_  
*[Date}*