

Peralta Community College District

ADMINISTRATIVE EVALUATION FORM (For Part-Time, LTS, and Tenured Classroom 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.

Professional Considerations and Responsibilities (a check indicates administrator feels evaluatee fulfills this responsibility)

- 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 and grading policy for each class to the Division Dean by the end of the first full week of class, (see Board Policy 3.30, "Additional Instructor Responsibilities," just after part B-4-G), provided that the Dean notifies the faculty member in writing of his/her responsibility and the deadline.
- 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 administration 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 rating (above)

Administrative Evaluation Rating:

- Meets all requirements
- Does not consistently meet requirements

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

YES NO Either (1) employed as part-time faculty for 6 of last 10 semesters, or, if less, (2) successfully completed PCCD Faculty Diversity Internship program (if NO, skip to end)

YES NO This evaluation RATING qualifies (or continues to qualify) 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]