

Part-Time (Credit) Instructional Faculty and Educational Support Faculty

Evaluation Packet

[\(See AP 7151 for Complete Evaluation Policy\)](#)

Office of Educational Programs

SBCC PART-TIME FACULTY (CREDIT AND NONCREDIT) EVALUATION CHECKLIST

(Please also see [Educational Programs Evaluation Packet](#) and [AP 7151 Evaluation of Faculty.](#))

<u>Procedure</u> (*Specified in AP 7151)	<u>Date</u> *from AP 7151	<u>Actual Date</u>
Department Chair notified that evaluation will take place (by area dean)*	Week 1*	
Evaluatee notified that evaluation will take place (by depart. chair)*	Week 2*	
Evaluator confirmed (department chair or designee)* (For faculty who teach online, a committee member with online experience at the District will review pedagogy used in the delivery of the online class and evaluate evidence of instructor to student interaction, student to student interaction, and student to content interaction. See Course Quality Standards in AP 4105 Distance Education.)	Before Week 7	
Evaluator's responsibilities* ☐ Review most recent evaluation ☐ Communicate with the evaluatee to establish a timeline in which the evaluation takes place ☐ Review syllabi, and, at the discretion of the department, assignments used to determine SLOs and any other relevant course/job performance materials* ☐ Review electronic survey directions (in Google folder) ☐ Observe the evaluatee for at least 50 minutes* ☐ Administer student surveys (or arrange with designee to do so) without the evaluatee present* ☐ Email area dean administrative assistant 48 hours after administration of student surveys (report generated by dean admin)	Weeks 7-15	
Data collection* (recommend upload to Google folder): ☐ Student survey results (posted in shared Google folder by dean admin) ☐ Faculty Responsibilities Checklist ☐ Dean's Comment Form (if applicable)* (request two weeks prior) ☐ Athletic Director comments (if the evaluatee is an athletic coach and if applicable) ☐ Evaluator's written comments ☐ Evaluator consults with the department chair (or, if the evaluator is the department chair, with another full-time faculty member in the department or a related discipline) to determine whether the evaluation is satisfactory, needs improvement, or substandard.*	Before Week 15	
Evaluation complete ☐ Signed Faculty Evaluation Summary form* ☐ Evaluator gives a copy of the evaluation packet to evaluatee and submits the packet to the department chair*	By the last day of the semester*	
Department Chair submits report to area Dean*	No later than 5 business days after the semester's end*	

*Required by AP 7151

Checklist developed and approved by the Academic Senate Fall 2018.

Faculty Evaluation In-Class Online Student Survey Process

Packets will be provided by the dean's administrative assistant, as before. However, instead of evaluation forms, an envelope with slips of paper will be provided for each class section. The slips of paper have the following information printed on them:

- A URL to access the online evaluation system
- A QR code to access the online evaluation system
- A unique pass code to login to the online evaluation system
- Name of the instructor and course being evaluated

Student responses to the instructor evaluation will be collected in class, as before, with the primary difference being that instead of a form to complete and turn in to the evaluator, they will each receive a slip of paper, as described above, and use the information on it to complete the evaluation online using a mobile device (smartphone, android tablet, iPad, or laptop).

Evaluators should notify their students in advance to bring their devices on the day when the observation and evaluation is scheduled to take place. In order to be consistent, and to reinforce that faculty care about student feedback, the evaluators should also inform their students that:

- SBCC sees faculty evaluation as an important part of professional development. Student feedback is an important part of helping instructors improve their craft.
- Those who forget to bring or do not have a mobile device will be able to complete the survey after class using a URL and individual code distributed by the evaluator on evaluation day.

After completing the class observation and collection of student surveys, the evaluator will send an email to their dean's administrative assistant, with a copy (CC) to the instructor being evaluated, informing them of the number of the completed CRN.

When a factor occurs that limits student completion of the survey, such as DSPS accommodations or a failure of internet access on the day of the survey, 48 hours will be allowed to complete the survey. Once the observation and student survey process have been completed within the 48 hours, the evaluator will send an email to the dean's administrative assistant, copying the instructor being evaluated, informing them of the number of the completed CRN.

The dean's administrative assistant will generate the summary report and place the file into the instructor's folder on Google Drive, which will be shared with the evaluation committee members by the department chair or the committee chair.

Optional Template for Instructional Faculty Evaluations

([For Fillable PDF, Click Here](#))

Evaluatee's Name and Department: _____
Name of Class and the Day's Topic(s): _____
Date and Time of Observation: _____
Number of Students Present Out of Total Enrolled: _____
Evaluator's Name and Department: _____

Brief Description of the evaluated activity:

Analysis of Pedagogical Techniques and Perceived Student Engagement:

Analysis of Student Survey Results:

- Number completed out of total students enrolled in the class: _____
- Analysis of the numerical data and the comments report:

Analysis of Course Materials:

AP 7151 Language:

Review Course Materials: The evaluatee shall provide all course syllabi as well as assignments used to determine achievement of the course student learning outcomes plus any other relevant course/job performance materials such as exams, student records, sample graded assignments, counseling notes, and/or web-based course materials for review by committee members.

Commendations:

Recommendations:

Overall Performance:

AP 7151 Language for professional criteria on which to evaluate faculty as Satisfactory, Needs Improvement, or Substandard:

1- Demonstration of expertise in academic discipline and/or area of assignment; 2-Effectiveness in teaching and/or performance of job responsibilities; 3- Availability to students and colleagues; 4-Fulfillment of responsibilities to the District's goals and policies; 5 - Professional growth (applied to full-time faculty only).

Optional Template for Instructional Faculty Evaluations

([For Fillable PDF, Click Here](#))

For observations of online or hybrid classes.

Evaluatee's Name and Department: _____

Name of Online/Hybrid (Distance Education) Class: _____

Evaluator's Name and Department: _____

Brief Description of the Observed Class:

Analysis of Pedagogical Techniques and Perceived Student Engagement:

Instructor to student interaction, student to student interaction, and student to content interaction: See Course Quality Standards in [AP 4105](#) Distance Education.

Student Survey Results:

- **Number completed out of total students enrolled in the class:** _____
- **Analysis of the numerical data and the comments report:** _____

Analysis of Course Materials:

AP 7151 Language:

Review Course Materials: The evaluatee shall provide all course syllabi as well as assignments used to determine achievement of the course student learning outcomes plus any other relevant course/job performance materials such as exams, student records, sample graded assignments, counseling notes, and/or web-based course materials for review by committee members.

Commendations:

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1- Demonstration of expertise in academic discipline and/or area of assignment; 2-Effectiveness in teaching and/or performance of job responsibilities; 3- Availability to students and colleagues; 4-Fulfillment of responsibilities to the District's goals and policies; 5 - Professional growth (applied to full-time faculty only).

SANTA BARBARA CITY COLLEGE
FACULTY RESPONSIBILITIES CHECKLIST

Evaluatee _____ Department _____ Semester/Year _____

Area Dean _____ Department Chairperson _____ Date _____

	Satisfactory	Needs Improvement*	Substandard*	N/A
1. Responsibilities to Students or Clients:				
a. Meets class or appointments as scheduled				
b. Keeps posted office hours (credit instructional faculty)				
c. Distributes a syllabus during the first week of classes that includes the department-approved Course Student Learning Outcomes (instructional faculty)				
d. Provides students with effective services and resources that assist them in the learning process (educational support faculty)				
e. Provides effective counseling/advising services to students and support to faculty (educational support faculty)				
f. Maintains accurate records for tracking and follow-up purposes (educational support faculty)				
2. Responsibilities to Department:				
a. Participates in recruitment, selection, and orientation of new faculty and staff (full-time faculty)				
b. Participates in evaluation of faculty and/or staff by serving on evaluation committees (full-time faculty)				
c. Analyzes Student Learning Outcomes data in order to identify and implement improvement strategies with department faculty (full-time faculty)				
d. Participates in departmental program review (full-time faculty)				
e. Attends department/division meetings (full-time faculty)				
f. Participates in usual and reasonable department duties (full-time faculty)				
g. Provides work direction and supervision to short-term employees and student workers (educational support faculty)				
3. Responsibilities to District (based on data provided by area dean):				
a. Returns textbook orders on time (instructional faculty)				
b. Assesses and reports Student Learning Outcomes (SLOs)				
c. Reports personal absences and makes reasonable efforts to find a qualified substitute				
d. Fulfills college service requirements (e.g., serves on college committees, club sponsorship, department chairing, etc.) (full-time faculty)				
e. Fulfills professional development hours (credit faculty)				
f. Complies with district policies and procedures				
g. Submits drop and census rosters on time				
h. Gives final exams as scheduled (credit faculty)				
i. Submits final grades and/or positive attendance records on time				

* If any needs improvement or substandard comments are indicated, all information substantiating any needs improvement or substandard checkmark shall be included with this form.

[OVER]

DEPARTMENT CHAIRPERSON COMMENTS

☐ No Comments

☐ Comments**

** Except for an optional addendum from the evaluatee, no additional information or documents shall be included in the evaluation after the summary form is signed.

Department Chairperson's Signature _____ Date _____

Reviewed by Committee _____
Date _____

Adjunct Instructional Faculty Responsibilities Checklist; Educational Support Regular (Tenured), Contract (Probationary), and Temporary Faculty Responsibilities Checklist; Instructional Faculty Regular (Tenured), Contract (Probationary), and Temporary Faculty Responsibilities Checklist (Academic Policies Committee 2-26-16; Academic Senate 9-14-2016)

SANTA BARBARA CITY COLLEGE

DEAN'S COMMENT FORM

As noted in AP 7151 Evaluation of Faculty, this form is required for regular (tenured), contract (probationary), and temporary contract faculty evaluation. When applicable, this form is also required for part-time faculty.

Evaluatee _____ Due Date _____

☐ No Comments

☐ Comments**

** Except for an optional addendum from the evaluatee, no additional information or documents shall be included in the evaluation after the summary form is signed.

Dean's Signature _____ Date _____

Reviewed by Committee _____
Date _____

**SANTA BARBARA CITY COLLEGE
FACULTY EVALUATION SUMMARY***

Evaluatee: _____ Employee Number (K#): _____

Department: _____ Semester/Year: _____

Status: Contract (Probationary) Master Teacher Part-Time Regular (Tenured) Temporary Contract

Overall Evaluation:

Satisfactory with regard to each of the applicable District Performance Criteria

Needs Improvement with regard to each of the applicable District Performance Criteria
(Include Plan for Improvement as outlined in AP 7151 Evaluation of Faculty.)

Substandard with regard to each of the applicable District Performance Criteria
(Include Plan for Improvement, when applicable, as outlined in AP 7151 Evaluation of Faculty.)

Acknowledgment of Receipt:

Evaluatee: _____ Date: _____

By signing above, the evaluatee acknowledges: I have received a copy of this evaluation and understand that I have ten days from this date to submit to my area dean an optional addendum to the evaluation packet. My signature does not necessarily indicate agreement with the content.

Evaluator: _____ Date: _____
(Committee Chair) Name, Title, Department

Evaluator: _____ Date: _____
 Name, Title, Department

Evaluator: _____ Date: _____
 Name, Title, Department

Received & Forwarded: _____ Date: _____
 Department Chair

Received: _____ Date: _____
 Dean

Received: _____ Date: _____
 Executive Vice President, Educational Programs

Received: _____ Date: _____
 Human Resources

Next Evaluation Due: _____

*Except for an optional addendum from the evaluatee, no additional information or documents shall be included in the evaluation after the summary form is signed.