

# SBCC PROBATIONARY/TEMPORARY CONTRACT FACULTY EVALUATION CHECKLIST

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

<b><u>Procedure</u></b> <b>(*Specified in AP 7151)</b>	<b><u>Date</u></b> <b>(*from AP 7151)</b>	<b><u>Actual</u></b> <b><u>Date</u></b>
<p>Department chair forms evaluation committee upon notification from the area dean (if evaluatee is department chair, the area dean, the Athletic Director if the evaluatee is an athletic coach, and the Academic Senate President shall select the committee members)*</p> <ul style="list-style-type: none"> <li>● The evaluatee (non-voting member): _____</li> <li>● Department chair (or tenured faculty from same or related discipline if evaluatee is department chair): _____</li> <li>● Tenured faculty from same or related discipline: _____</li> <li>● Tenured faculty from outside the department: _____</li> <li>● Area dean (non-voting) in years 1 and 2; in years 3 and 4 at the discretion of the dean or the committee: _____</li> <li>● Athletic Director (non-voting), if evaluatee is an athletic coach, in years 1 and 2; in years 3 and 4 at the discretion of the dean or the committee: _____</li> </ul> <p>(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 <a href="#">AP 4105</a> Distance Education.)</p>	Before week 6	
<p>Committee members confer, in person or electronically, to*</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Select committee chair (chosen by the three voting faculty members of the committee): _____</li> <li><input type="checkbox"/> Review the evaluation procedure</li> <li><input type="checkbox"/> Assign responsibilities for observations/distribution of student/client surveys</li> <li><input type="checkbox"/> Establish a timeline in which the evaluation takes place</li> </ul>	By week 6 *	
<p>Other committee responsibilities</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review previous evaluation* (in shared Google folder)</li> <li><input type="checkbox"/> Review syllabi, assignments used to determine SLOs, and any other relevant course/job performance materials*</li> <li><input type="checkbox"/> Plan the best time to administer the surveys to maximize student participation (usually at the beginning or the middle of the class)</li> <li><input type="checkbox"/> Evaluators review electronic survey directions (in Google folder)</li> <li><input type="checkbox"/> Evaluators observe the evaluatee for at least 50 minutes*</li> <li><input type="checkbox"/> Evaluators administer student surveys (or, with committee's approval, arrange with designee to do so) without the evaluatee present*</li> <li><input type="checkbox"/> Evaluators email area dean administrative assistant 48 hours after administration of student surveys (report generated by dean admin)</li> </ul>	Weeks 7-15	
<p>Data collection* (recommend upload to Google folder in advance of final meeting)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Student/client survey results (posted in shared Google folder by dean admin)</li> <li><input type="checkbox"/> Faculty Responsibilities Checklist (from department chair, or completed by committee chair, in consultation with area dean, if evaluatee is department chair)</li> <li><input type="checkbox"/> Dean's Comment Form</li> <li><input type="checkbox"/> Department Chairperson Comment Form</li> <li><input type="checkbox"/> Athletic Director's comments (if evaluatee is an athletic coach)</li> <li><input type="checkbox"/> Evaluatee's written self-evaluation</li> <li><input type="checkbox"/> Evaluators' written comments</li> </ul>	Before week 15	
Review data and sign Evaluation Summary Form* (evaluation complete)	By the last day of the semester*	
Committee 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.