Evaluatee:			Semester/ Year:		
College:			Course Evaluated:		
Department/Discip	line:		Original Hire Date:		
Normal Schedule:	1st Term of hire	3 rd Semester of Hire	5 th Semester of Hire	Every third year of hire thereafter	
Special Schedule:	Annual Eval. for	Accreditation Standard	ds Program Name:		
This improvement of	f instruction evaluat	ion report includes:			
 This report sha expertise, comr 	ll be directly related to the	he associate faculty member	1	urveys but not be limited to, subject matte required Class I records and reports	
 Department Cha and comments) 	air's review and com	ments (or Sheriff's Departments)	artment Coordinator, or Fire T	Cechnology Coordinator review	
 Student survey of Due to limited in (Note: Applies to Supervising adm 	nteraction, student su open lab situations w	here associate faculty do	omments for associate faculty lab assi not consistently interrelate w ing associate faculty membe	ith the same students.)	
	•				
			nee should be from the asso artment or Fire Technology		
☐A review		oleted and comments reg		are included in observation (if the	

iscipinie or ci	sely related discipline) or Sherin	S De	partinent of Fire Technolog	gy C	oorumator	
□A classroor	n observation is attached.					
☐A review o	f syllabi was completed and commo	ents re	garding needed improvemen	its ar	e included in observation	(if th
syllabi do not n	neet accreditation standards please insu	e that	the instructor revises their syllal	oi bef	ore offering another course a	ind
places a copy o	n file with the department chair).					
☐The syllabi	used by this associate faculty mem	ber m	eet accreditation standards.			
□A review o	f student surveys was completed an	d com	ments are included in observ	atio	n.	
Tinding: Satisfactory Needs Improvement* Unsatisfactory**						

Overall Finding:	Satisfactory	Needs Improvement*	Unsatisfactory**
I met with the Associate Faculty Member to discuss the evaluation.	In Person on Via Phone on Via Email on Via Video Communicaton	(date) (date) (date) (date)	

Signature of reviewer:	Title of reviewer:	
Print Name:		

*"If an associate faculty member, with at least four (4) fall and spring terms of service, receives a 'needs improvement' evaluation, then the two (2) senior faculty members of the discipline within the Department shall review the evaluation and, if the two (2) senior faculty members find that the 'needs improvement' was not warranted, they will write a written report to be included in the final evaluation. If the 'needs improvement' is warranted, the discipline/department may conduct an additional evaluation of the associate faculty member in the next term an assignment is provided. It is understood that a 'needs improvement' evaluation does not in any way guarantee an assignment in the next term." (Article XI.D.3.h). The same process applies for an "unsatisfactory" evaluation.

^{**}If two consecutive 'Needs Improvement' or one 'Unsatisfactory' evaluation(s) is given, then it precludes the associate faculty member from Reemployment Preference.

Not Needed due to Satisfactory Review	Agree with Initial Evaluation	A writter	n report is attach
Reviewed by	(name)		
	(title)		
I. DEPARTMENT CHAIR REVIEW			
Please mark your response for the following items:	Yes	No	
Cooperates and communicates with department chairs	s, as appropriate.		
Adheres to ethical principles governing interactions v	vith students and colleagues.		
No Additional Comments Comments are attached			
epartment Chair or Designee			
Sheriff's Dept. or Fire Technology Coordinator) Information regarding a needs improvement rating.	Dute		
signature does not necessarily indicate agree the supervising administrator, that I may su	ement with this evaluation and upon ibmit a written disagreement within		
the supervising administrator, that I may su			ned copy from
the supervising administrator, that I may su	ıbmit a written disagreement within		ned copy from
the supervising administrator, that I may su	bmit a written disagreement within Date		ned copy from
the supervising administrator, that I may su valuatee's Signature SUPERVISING ADMINISTRATOR'S REV lease mark your response for the following items:	Date VIEW:	fifteen (15) days.	ned copy from
valuatee's Signature SUPERVISING ADMINISTRATOR'S REV lease mark your response for the following items: Associate Faculty member adheres to timeliness and a	Date VIEW:	fifteen (15) days.	ned copy from
valuatee's Signature V. SUPERVISING ADMINISTRATOR'S REVIews mark your response for the following items: Associate Faculty member adheres to timeliness and adocuments.	Date VIEW: Yes accuracy of class one	fifteen (15) days.	ned copy from
valuatee's Signature V. SUPERVISING ADMINISTRATOR'S REVI lease mark your response for the following items: Associate Faculty member adheres to timeliness and adocuments. Cooperates and communicates with dean, as appropri	Date VIEW: Yes accuracy of class one ate.	fifteen (15) days.	ned copy from
the supervising administrator, that I may su valuatee's Signature /. SUPERVISING ADMINISTRATOR'S REV	Date VIEW: Yes accuracy of class one ate.	fifteen (15) days.	ned copy from
valuatee's Signature V. SUPERVISING ADMINISTRATOR'S REV Please mark your response for the following items: Associate Faculty member adheres to timeliness and adocuments. Cooperates and communicates with dean, as appropri Adheres to ethical principles governing interactions w	Date VIEW: Yes accuracy of class one ate.	fifteen (15) days.	ned copy from
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the supervising administrator, that I may subvaluatee's Signature V. SUPERVISING ADMINISTRATOR'S REVELONG Please mark your response for the following items: Associate Faculty member adheres to timeliness and adocuments. Cooperates and communicates with dean, as appropriately Adheres to ethical principles governing interactions we supervising Administrator	Date VIEW: Yes accuracy of class one ate. vith students and colleagues.	fifteen (15) days.	ned copy from
the supervising administrator, that I may succeed to the supervising Administrator.	Date VIEW: Yes accuracy of class one ate. vith students and colleagues.	fifteen (15) days.	ned copy from
the supervising administrator, that I may succeed to the supervising administrator, that I may succeed to the supervision of the supervision of the succeeding succeeding the succeeding succeeding the succeeding succeeding the succeeding succe	Date VIEW: Yes accuracy of class one ate. vith students and colleagues. Date	fifteen (15) days.	ned copy from

Forward to the Office of Human Resources and Employee Relations for data entry and to place in personnel file.

Instructor:		Site Location & Room or Online:						
Course:		Code No.:		:		Date of Visit:		
Descr	iption of classroom activity (method & topic):							
Numb	er of students present:							
KEY:	S=Satisfactory N= Needs Improvement U Instructional Assessment	U=Unsa	tisfacto S	ry N	N/A=N U	ot Applica N/A	able or Not Observed Comments	
1.	Course information reflects current scholarship the field	p in						
2.	Preparation and organization of course materia	al						
3.	Course information is in compliance with the current course outline of record							
4.	Develops and utilizes effective pedagogical techniques to enhance communication of ideas promote optimal student learning, critical think and performance skills							
5.	Cultivates a supportive and inclusive environmental that promotes equitable access and success	nent						
6.	Is prompt and regular in attendance at class meetings and adheres to scheduled beginning/ending/break times							
7.	Oral communication skills							
8.	Written communication skills							
9.	Review of Syllabi (Syllabi contains learning outcomes consistent Course Outline of Record)	t with						
10.	Review of Student surveys							

OVERALL ASSESSMENT: Satisfactory Needs Improvement Unsatisfactory Additional Comments:
