

Evaluatee:	Semester/ Year:				
College:	Course Evaluated:				
Department/Discipline:	Original Hire Date:				
Normal Schedule:	<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">1st Term of hire</td> <td style="width: 20%;">3rd Semester of Hire</td> <td style="width: 20%;">5th Semester of Hire</td> <td style="width: 40%;">Every third year of hire thereafter</td> </tr> </table>	1st Term of hire	3rd Semester of Hire	5th Semester of Hire	Every third year of hire thereafter
1st Term of hire	3rd Semester of Hire	5th Semester of Hire	Every third year of hire thereafter		
Special Schedule:	Annual Eval. for Accreditation Standards Program Name: _____				

This improvement of instruction evaluation report includes:

- **Copies of a written report with a classroom observation, review of syllabi and student surveys**
 - This report shall be directly related to the associate faculty member’s performance and may include, but not be limited to, subject matter expertise, communication skills, adherence to course outlines of record, timeliness and accuracy of required Class I records and reports. (See Contract Article XI.D.3.b)
- **Department Chair’s review and comments** (or Sheriff’s Department Coordinator, or Fire Technology Coordinator review and comments)
- **Student survey questionnaire and summary, typed student comments**
- **Due to limited interaction, student surveys are not included for associate faculty lab assignment(s)**
 (Note: Applies to open lab situations where associate faculty do not consistently interrelate with the same students.)
- **Supervising administrator’s signature and comments including associate faculty member’s attention to class one documents after review of report**

I. OBSERVER/DEPARTMENT CHAIR OR DESIGNEE (designee should be from the associate faculty member’s discipline or closely related discipline) or Sheriff’s Department or Fire Technology Coordinator

- A classroom observation is attached.
- A review of syllabi was completed and comments regarding needed improvements are included in observation (if the syllabi do not meet accreditation standards please insure that the instructor revises their syllabi before offering another course and places a copy on file with the department chair).
- The syllabi used by this associate faculty member meet accreditation standards.
- A review of student surveys was completed and comments are included in observation.

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

Needs Improvement or Unsatisfactory Review (by two senior faculty members) if on the Three-Year Evaluation Cycle:

___ Not Needed due to Satisfactory Review ___ Agree with Initial Evaluation A written report is attached

Reviewed by _____ (name)

_____ (title)

II. DEPARTMENT CHAIR REVIEW

Please mark your response for the following items:	Yes	No
Cooperates and communicates with department chairs, as appropriate.		
Adheres to ethical principles governing interactions with students and colleagues.		

No Additional Comments
Comments are attached

Department Chair or Designee

Date

(Sheriff's Dept. or Fire Technology Coordinator)

*Information regarding a needs improvement rating.

III. EVALUATEE'S RECEIPT: I have received a copy of this report from my department. I am aware that my signature does not necessarily indicate agreement with this evaluation and upon receiving the signed copy from the supervising administrator, that I may submit a written disagreement within fifteen (15) days.

Evaluatee's Signature

Date

IV. SUPERVISING ADMINISTRATOR'S REVIEW:

Please mark your response for the following items:	Yes	No
Associate Faculty member adheres to timeliness and accuracy of class one documents.		
Cooperates and communicates with dean, as appropriate.		
Adheres to ethical principles governing interactions with students and colleagues.		

Supervising Administrator

Date

Supervising Administrator Comments:

V. RECEIVED BY HUMAN RESOURCES AND EMPLOYEE RELATONS

Name and Title

Date

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

RCCD | RIVERSIDE COMMUNITY
COLLEGE DISTRICT
**ASSOCIATE FACULTY CLASSROOM OBSERVATION
AND EVALUATION OF EXPECTATIONS**

Instructor: _____ Site Location & Room or Online: _____

Course: _____ Code No.: _____ Date of Visit: _____

Description of classroom activity (method & topic): _____

Number of students present: _____

KEY: S=Satisfactory N= Needs Improvement U=Unsatisfactory N/A=Not Applicable or Not Observed

Instructional Assessment	S	N	U	N/A	Comments
1. Course information reflects current scholarship in the field					
2. Preparation and organization of course material					
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 and promote optimal student learning, critical thinking, and performance skills					
5. Cultivates a supportive and inclusive environment that promotes equitable access and success					
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 with Course Outline of Record)					
10. Review of Student surveys					

OVERALL ASSESSMENT: Satisfactory Needs Improvement Unsatisfactory

Additional Comments:

Print Name of Reviewer

Signature of Reviewer