
(Name of Instructor or Counselor/Coordinator)

(Date)

(Center/Site)

(Discipline)

EVALUATION INSTRUCTIONS

The purpose of evaluation is to assess teaching or counseling/coordinating effectiveness, encourage professional growth, and provide the information necessary to make informed decisions regarding retention, tenure, promotion and salary advancement whenever appropriate. Contract probationary employees are to be evaluated each year; contract permanent instructors and counselors/coordinators, adjunct counselors, and adjunct instructors teaching twelve hours or more per week are to be evaluated every three years. Three of the following four sources of evaluation are required for all faculty except probationary faculty: self, peer, administrative, and student/client. For probationary faculty all four sources must be used and the "peer" evaluation will be conducted by the faculty member's Instructional Leader. Two observations by the manager and one observation by other evaluators will be scheduled for the evaluation. Upon completion of the required evaluations, a conference will be scheduled by the appropriate administrator with the employee being evaluated to discuss the proposed evaluation and recommendations.

PERFORMANCE EVALUATION REPORT – CONTINUING EDUCATION

1. Management Evaluation

Conducted by _____

Date Completed _____

2. Peer Evaluation

Conducted by _____

Date Completed _____

3. Self Evaluation

Date Completed _____

4. Student/Client Evaluations

Number of Evaluations _____

Date(s) Completed _____

OVERALL RATING

_____ Needs improvement. Justification: _____

_____ Meets expectations and performs satisfactorily.

_____ Exceeds expectations and performs in an excellent manner.

_____ Significantly exceeds expectations and performs exceptionally well.

Justification: _____

I have read and discussed this evaluation with the manager.

Signature of Instructor or Counselor/Coordinator (Date)

Signature of Manager (Date)

RECOMMENDATION FOR CONTRACT PROBATIONARY EMPLOYEES

First Year: _____ Second one year contract _____ Tenure _____ Non-Renewal

Second Year: _____ Two year contract _____ Tenure _____ Non-Renewal

Third Year: _____ Satisfactory progress _____ Unsatisfactory progress

Fourth Year: _____ Tenure _____ Denial of tenure

Recommendation of President: _____ I agree _____ I disagree with committee

(If disagree, state recommendation) _____

President, Continuing Education

Date

(Name of Instructor)

(Date)

(Center/Site)

(Discipline)

MANAGEMENT EVALUATION REPORT-CONTINUING EDUCATION
INSTRUCTOR

PART I – EVALUATION BASED ON CLASSROOM OBSERVATION

Rate the instructor on the following criteria based on a classroom observation by circling the appropriate rating and make comments as necessary.

- NA – Not Able to evaluate at this time. (Explain under “Comments/Examples/Justification”).
- NI – Needs Improvement (Justification statement required).
- ME – Meets Expectations and performs satisfactorily.
- EE – Exceeds Expectations and performs in an excellent manner.
- SE – Significantly Exceeds expectations and performs exceptionally well (Justification statement required).

The instructor:

1. Presents information appropriate to course objectives.	NA NI ME EE SE
Comments/Examples/Justification: _____	

2. Presents an organized lesson.	NA NI ME EE SE
Comments/Examples/Justification: _____	

3. Presents subject matter in a clear and interesting manner.	NA NI ME EE SE
Comments/Examples/Justification: _____	

PART I – EVALUATION BASED ON CLASSROOM OBSERVATION (continued)

4. Communicates effectively with students. NA NI ME EE SE

Comments/Examples/Justification: _____

5. Offers evaluative feedback to students when appropriate. NA NI ME EE SE

Comments/Examples/Justification: _____

6. Creates a positive classroom atmosphere which evokes participation and interaction. NA NI ME EE SE

Comments/Examples/Justification: _____

7. Demonstrates classroom management skills. (e.g. time management, classroom control, etc.) NA NI ME EE SE

Comments/Examples/Justification: _____

8. Uses a variety of teaching strategies to accommodate different learning modalities. (e.g. aural, visual, kinesthetic...) NA NI ME EE SE

Comments/Examples/Justification: _____

9. Demonstrates rapport with the students. NA NI ME EE SE

Comments/Examples/Justification: _____

PART I – EVALUATION BASED ON CLASSROOM OBSERVATION (continued)

10. Demonstrates sensitivity in working with students of diverse cultural backgrounds, sexual orientations, and/or disabilities. NA NI ME EE SE

Comments/Examples/Justification: _____

PART II – EVALUATION OF ADDITIONAL PROFESSIONAL RESPONSIBILITIES

Rate the instructor on the following criteria by circling the appropriate rating and make comments as necessary.

- NA – Not Able to evaluate at this time (Explain under “Comments/Examples/Justification”).
- NI – Needs Improvement (Justification statement required).
- ME – Meets Expectations and performs satisfactorily.
- EE – Exceeds Expectations and performs in an excellent manner.
- SE – Significantly Exceeds expectations and performs exceptionally well (Justification statement required).

The instructor:

1. Maintains currency in the assigned area(s). (Assoc Professor and Professor) NA NI ME EE SE

Comments/Examples/Justification: _____

2. Assists with the development and implementation of inservice programs. (Assoc Professor) NA NI ME EE SE

Comments/Examples/Justification: _____

Develops and implements inservice programs. (Professor) NA NI ME EE SE

Comments/Examples/Justification: _____

PART II – EVALUATION OF ADDITIONAL PROFESSIONAL RESPONSIBILITIES (continued)

3. Performs peer evaluations as appropriate. (Assoc Professor) NA NI ME EE SE

Comments/Examples/Justification: _____

Performs evaluations of probationary faculty in the Instructional Leader's discipline and other faculty as appropriate. (Professor) NA NI ME EE SE

Comments/Examples/Justification: _____

4. Assists in appropriate research projects and grant writing activities. (Assoc Professor) NA NI ME EE SE

Comments/Examples/Justification: _____

Conducts and participates in appropriate research projects and grant writing activities. (Professor) NA NI ME EE SE

Comments/Examples/Justification: _____

5. Provides leadership for the professional development of faculty in their discipline (Professor). NA NI ME EE SE

Comments/Examples/Justification: _____

6. Serves on site, discipline and district committees as appropriate. (Assoc Professor) NA NI ME EE SE

Comments/Examples/Justification: _____

PART II – EVALUATION OF ADDITIONAL PROFESSIONAL RESPONSIBILITIES (continued)

Chairs and/or serves on site, discipline and district committees as appropriate. (Professor)

NA NI ME EE SE

Comments/Examples/Justification: _____

7. Promotes articulation among District Programs. (Professor)

NA NI ME EE SE

Comments/Examples/Justification: _____

8. Provides input to administration on issues which include, but are not limited to, scheduling, staffing, budget, facilities and other issues related to the Instructional Leader's discipline and center. (Professor)

NA NI ME EE SE

Comments/Examples/Justification: _____

PART III – EVALUATION BASED ON CONFERENCE WITH INSTRUCTOR FOLLOWING THE CLASSROOM OBSERVATION

The following 8 criteria are additional components of instruction, requiring evaluation. The rating in this section should be based on classroom observations plus the interview with the instructor. Please circle appropriate rating.

The instructor:

Satisfactory/Needs Improvement

1. Assesses the educational and vocational needs of the students.

S

NI

Examples/Comments: _____

PART III – EVALUATION BASED ON CONFERENCE WITH INSTRUCTOR FOLLOWING THE CLASSROOM OBSERVATION (continued)

- | | | |
|---|---|----|
| 2. Utilizes prepared lesson plans.
Examples/Comments: _____

_____ | S | NI |
| 3. Makes lessons relevant to course objectives.
Examples/Comments: _____

_____ | S | NI |
| 4. Utilizes formal and/or informal methods to measure the effectiveness of instruction.
Examples/Comments: _____

_____ | S | NI |
| 5. Utilizes formal and/or informal methods to keep students informed of their progress.
Examples/Comments: _____

_____ | S | NI |
| 6. Utilizes appropriate instructional resources and equipment.
Examples/Comments: _____

_____ | S | NI |
| 7. Provides work direction for classified staff as appropriate.
Examples/Comments: _____

_____ | S | NI |

PART III – EVALUATION BASED ON CONFERENCE WITH INSTRUCTOR FOLLOWING THE CLASSROOM OBSERVATION (continued)

8. Prepares and submits requisitions for equipment, supplies, facilities, personnel and other resources necessary for the conduct of courses and programs. S NI

Examples/Comments: _____

PART IV – ADDITIONAL COMMENTS

Please comment on the instructor’s strong points and/or make suggestions for improvement. Identify any unique conditions which influenced the evaluation.

Instructor’s Signature Date

Manager’s Signature Date

(Name of Instructor)

(Date)

(Center/Site)

(Discipline)

PEER EVALUATION REPORT-CONTINUING EDUCATION
INSTRUCTOR

PART I – EVALUATION BASED ON CLASSROOM OBSERVATION

Rate the instructor on the following criteria based on a classroom observation by circling the appropriate rating and make comments as necessary.

- NA – Not Able to evaluate at this time. (Explain under “Comments/Examples/Justification”).
- NI – Needs Improvement (Justification statement required).
- ME – Meets Expectations and performs satisfactorily.
- EE – Exceeds Expectations and performs in an excellent manner.
- SE – Significantly Exceeds expectations and performs exceptionally well (Justification statement required).

The instructor:

1. Presents information appropriate to course objectives.	NA NI ME EE SE
Comments/Examples/Justification: _____	

2. Presents an organized lesson.	NA NI ME EE SE
Comments/Examples/Justification: _____	

3. Presents subject matter in a clear and interesting manner.	NA NI ME EE SE
Comments/Examples/Justification: _____	

PART I – EVALUATION BASED ON CLASSROOM OBSERVATION (continued)

4. Communicates effectively with students. NA NI ME EE SE

Comments/Examples/Justification: _____

5. Offers evaluative feedback to students when appropriate. NA NI ME EE SE

Comments/Examples/Justification: _____

6. Creates a positive classroom atmosphere which evokes participation and interaction. NA NI ME EE SE

Comments/Examples/Justification: _____

7. Demonstrates classroom management skills. (e.g. time management, classroom control, etc.) NA NI ME EE SE

Comments/Examples/Justification: _____

8. Uses a variety of teaching strategies to accommodate different learning modalities. (e.g. aural, visual, kinesthetic...) NA NI ME EE SE

Comments/Examples/Justification: _____

9. Demonstrates rapport with the students. NA NI ME EE SE

Comments/Examples/Justification: _____

PART I – EVALUATION BASED ON CLASSROOM OBSERVATION (continued)

10. Demonstrates sensitivity in working with students of diverse cultural backgrounds, sexual orientations, and/or disabilities. NA NI ME EE SE

Comments/Examples/Justification: _____

PART II – EVALUATION OF ADDITIONAL PROFESSIONAL RESPONSIBILITIES

Rate the instructor on the following criteria by circling the appropriate rating and make comments as necessary.

- NA – Not Able to evaluate at this time (Explain under “Comments/Examples/Justification”).
- NI – Needs Improvement (Justification statement required).
- ME – Meets Expectations and performs satisfactorily.
- EE – Exceeds Expectations and performs in an excellent manner.
- SE – Significantly Exceeds expectations and performs exceptionally well (Justification statement required).

The instructor:

1. Maintains currency in the assigned area(s). (Assoc Professor and Professor) NA NI ME EE SE

Comments/Examples/Justification: _____

2. Assists with the development and implementation of inservice programs. (Assoc Professor) NA NI ME EE SE

Comments/Examples/Justification: _____

Develops and implements inservice programs. (Professor) NA NI ME EE SE

Comments/Examples/Justification: _____

PART II – EVALUATION OF ADDITIONAL PROFESSIONAL RESPONSIBILITIES (continued)

3. Performs peer evaluations as appropriate. (Assoc Professor) NA NI ME EE SE

Comments/Examples/Justification: _____

Performs evaluations of probationary faculty in the Instructional Leader's discipline and other faculty as appropriate. (Professor) NA NI ME EE SE

Comments/Examples/Justification: _____

4. Assists in appropriate research projects and grant writing activities. (Assoc Professor) NA NI ME EE SE

Comments/Examples/Justification: _____

Conducts and participates in appropriate research projects and grant writing activities. (Professor) NA NI ME EE SE

Comments/Examples/Justification: _____

5. Provides leadership for the professional development of faculty in their discipline. (Professor) NA NI ME EE SE

Comments/Examples/Justification: _____

6. Serves on site, discipline and district committees as appropriate. (Assoc Professor) NA NI ME EE SE

Comments/Examples/Justification: _____

PART II – EVALUATION OF ADDITIONAL PROFESSIONAL RESPONSIBILITIES (continued)

Chairs and/or serves on site, discipline and district committees as appropriate. (Professor)

NA NI ME EE SE

Comments/Examples/Justification: _____

7. Promotes articulation among District Programs. (Professor)

NA NI ME EE SE

Comments/Examples/Justification: _____

8. Provides input to administration on issues which include, but are not limited to, scheduling, staffing, budget, facilities and other issues related to the Instructional Leader's discipline and center. (Professor)

NA NI ME EE SE

Comments/Examples/Justification: _____

PART III – EVALUATION BASED ON CONFERENCE WITH INSTRUCTOR FOLLOWING THE CLASSROOM OBSERVATION

The following 8 criteria are additional components of instruction, requiring evaluation. The rating in this section should be based on classroom observations plus the interview with the instructor. Please circle appropriate rating.

The instructor:

Satisfactory/Needs Improvement

1. Assesses the educational and vocational needs of the students.

S

NI

Examples/Comments: _____

PART III – EVALUATION BASED ON CONFERENCE WITH INSTRUCTOR FOLLOWING THE CLASSROOM OBSERVATION (continued)

- | | | |
|---|---|----|
| 2. Utilizes prepared lesson plans.
Examples/Comments: _____

_____ | S | NI |
| 3. Makes lessons relevant to course objectives.
Examples/Comments: _____

_____ | S | NI |
| 4. Utilizes formal and/or informal methods to measure the effectiveness of instruction.
Examples/Comments: _____

_____ | S | NI |
| 5. Utilizes formal and/or informal methods to keep students informed of their progress.
Examples/Comments: _____

_____ | S | NI |
| 6. Utilizes appropriate instructional resources and equipment.
Examples/Comments: _____

_____ | S | NI |
| 7. Provides work direction for classified staff as appropriate.
Examples/Comments: _____

_____ | S | NI |

PART III – EVALUATION BASED ON CONFERENCE WITH INSTRUCTOR FOLLOWING THE CLASSROOM OBSERVATION (continued)

8. Prepares and submits requisitions for equipment, supplies, facilities, personnel and other resources necessary for the conduct of courses and programs. S NI

Examples/Comments: _____

PART IV – ADDITIONAL COMMENTS

Please comment on the instructor’s strong points and/or make suggestions for improvement. Identify any unique conditions which influenced the evaluation.

Instructor’s Signature Date

Peer Evaluator’s Signature Date

(Name of Instructor)

(Date)

(Center/Site)

(Discipline)

SELF EVALUATION REPORT-CONTINUING EDUCATION
INSTRUCTOR

PART I

Rate yourself on the following criteria by circling the appropriate rating and make comments as necessary.

- NA – Not Able to evaluate at this time. (Explain under “Comments/Examples/Justification”).
- NI – Needs Improvement (Justification statement required).
- ME – Meets Expectations and performs satisfactorily.
- EE – Exceeds Expectations and performs in an excellent manner.
- SE – Significantly Exceeds expectations and performs exceptionally well (Justification statement required).

I:

1. Present information appropriate to course objectives. NA NI ME EE SE
Comments/Examples/Justification: _____

2. Present an organized lesson. NA NI ME EE SE
Comments/Examples/Justification: _____

3. Present subject matter in a clear and interesting manner. NA NI ME EE SE
Comments/Examples/Justification: _____

PART I (continued)

4. Communicate effectively with students. NA NI ME EE SE
Comments/Examples/Justification: _____

5. Offer evaluative feedback to students when appropriate. NA NI ME EE SE
Comments/Examples/Justification: _____

6. Create a positive classroom atmosphere which evokes participation and interaction. NA NI ME EE SE
Comments/Examples/Justification: _____

7. Demonstrate classroom management skills. (e.g. time management, classroom control, etc.) NA NI ME EE SE
Comments/Examples/Justification: _____

8. Use a variety of teaching strategies to accommodate different learning modalities. (e.g. aural, visual, kinesthetic...) NA NI ME EE SE
Comments/Examples/Justification: _____

9. Demonstrate rapport with the students. NA NI ME EE SE
Comments/Examples/Justification: _____

PART I (continued)

10. Demonstrate sensitivity in working with students of diverse cultural backgrounds, sexual orientations, and/or disabilities. NA NI ME EE SE

Comments/Examples/Justification: _____

PART II – EVALUATION OF ADDITIONAL PROFESSIONAL RESPONSIBILITIES

Rate yourself on the following criteria by circling the appropriate rating and make comments as necessary.

- NA – Not Able to evaluate at this time (Explain under “Comments/Examples/Justification”).
- NI – Needs Improvement (Justification statement required).
- ME – Meets Expectations and performs satisfactorily.
- EE – Exceeds Expectations and performs in an excellent manner.
- SE – Significantly Exceeds expectations and performs exceptionally well (Justification statement required).

I:

1. Maintain currency in my assigned area(s). (Assoc Professor and Professor) NA NI ME EE SE

Comments/Examples/Justification: _____

2. Assist with the development and implementation of inservice programs. (Assoc Professor) NA NI ME EE SE

Comments/Examples/Justification: _____

Develop and implement inservice programs. (Professor) NA NI ME EE SE

Comments/Examples/Justification: _____

PART II – EVALUATION OF ADDITIONAL PROFESSIONAL RESPONSIBILITIES (continued)

3. Perform peer evaluations as appropriate. (Assoc Professor) NA NI ME EE SE

Comments/Examples/Justification: _____

Perform evaluations of probationary faculty in my discipline and of other faculty as appropriate. (Professor) NA NI ME EE SE

Comments/Examples/Justification: _____

4. Assist in appropriate research projects and grant writing activities. (Assoc Professor) NA NI ME EE SE

Comments/Examples/Justification: _____

Conduct and participate in appropriate research projects and grant writing activities. (Professor) NA NI ME EE SE

Comments/Examples/Justification: _____

5. Provide leadership for the professional development of faculty in my discipline. (Professor) NA NI ME EE SE

Comments/Examples/Justification: _____

6. Serve on site, discipline and district committees as appropriate. (Assoc Professor) NA NI ME EE SE

Comments/Examples/Justification: _____

PART II – EVALUATION OF ADDITIONAL PROFESSIONAL RESPONSIBILITIES (continued)

Chair and/or serve on site, discipline and district committees as appropriate. (Professor)

NA NI ME EE SE

Comments/Examples/Justification: _____

7. Promote articulation among District Programs. (Professor)

NA NI ME EE SE

Comments/Examples/Justification: _____

8. Provide input to administration on issues which include, but are not limited to, scheduling, staffing, budget, facilities and other issues related to the Instructional Leader's discipline and center. (Professor)

NA NI ME EE SE

Comments/Examples/Justification: _____

PART III

The following 8 criteria are additional components of instruction, requiring evaluation. Please circle appropriate rating.

I: Satisfactory/Needs Improvement

1. Assess the educational and vocational needs of the students.

S NI

Examples/Comments: _____

PART III (continued)

- | | | |
|--|---|----|
| 2. Utilize prepared lesson plans.
Examples/Comments: _____

_____ | S | NI |
| 3. Make lessons relevant to course objectives.
Examples/Comments: _____

_____ | S | NI |
| 4. Utilize formal and/or informal methods to measure the effectiveness of instruction.
Examples/Comments: _____

_____ | S | NI |
| 5. Utilize formal and/or informal methods to keep students informed of their progress.
Examples/Comments: _____

_____ | S | NI |
| 6. Utilize appropriate instructional resources and equipment.
Examples/Comments: _____

_____ | S | NI |
| 7. Provide work direction for classified staff as appropriate.
Examples/Comments: _____

_____ | S | NI |

PART III (continued)

8. Prepare and submit requisitions for equipment, supplies, facilities, personnel and other resources necessary for the conduct of courses and programs.

S

NI

Examples/Comments: _____

Instructor's Signature

Date

(Name of Instructor)

(Date)

(Center/Site)

(Discipline)

STUDENT EVALUATION REPORT-CONTINUING EDUCATION
INSTRUCTOR

DIRECTIONS: Read each statement and rate the instructor by circling the appropriate rating from one to four and make comments as necessary.

The instructor:	LOW				HIGH			
1. Knows the subject matter well.	1	2	3	4				

2. Makes the class interesting.	1	2	3	4				

3. Understands my educational needs.	1	2	3	4				

4. Presents an organized lesson.	1	2	3	4				

5. Communicates clearly.	1	2	3	4				

6. Encourages participation and interaction. 1 2 3 4

7. Is helpful and shows interest in me. 1 2 3 4

8. Keeps me informed of my progress. 1 2 3 4

9. Has control of the class. 1 2 3 4

10. Begins and ends class on time. 1 2 3 4

ADDITIONAL COMMENTS:
