

ALLAN HANCOCK COLLEGE
CCAP FACULTY EVALUATOR EVALUATION:
Review and Reflection

Statement of Purpose: Your thoughtful responses to the following items will assist in the evaluation of the above listed faculty member.

Evaluation Process: Please answer the items based on your direct knowledge of the employee's performance only as it relates to the assignment(s) indicated.

College-level quality is demonstrated through the following:

1. Instruction and materials demonstrate contemporary pedagogical practices, and appropriate rigor and discipline expertise.
 Exceeds Standard Meets Standard Needs Improvement Does not Meet Standard
2. Instructor effectively presents and models concepts, problems, skills, and definitions.
 Exceeds Standard Meets Standard Needs Improvement Does not Meet Standard
3. Instructor supports a variety of learning styles (e.g., visual, textual, kinesthetic, or auditory) and types of interaction (e.g., lecture, independent, and group).
 Exceeds Standard Meets Standard Needs Improvement Does not Meet Standard
4. Instructor checks for understanding and addresses student questions effectively.
 Exceeds Standard Meets Standard Needs Improvement Does not Meet Standard
5. Instructor and materials reflect and encourage diverse perspectives and promote critical thinking and problem solving.
 Exceeds Standard Meets Standard Needs Improvement Does not Meet Standard
6. Syllabus contains all items required by the syllabus checklist.
 Exceeds Standard Meets Standard Needs Improvement Does not Meet Standard
7. Instructor demonstrates adherence to the official Course Outline of Record, including required course content, learning objectives, learning outcomes, and use of approved textbook/materials. Evidence required.
 Exceeds Standard Meets Standard Needs Improvement Does not Meet Standard
8. Instructor safely and effectively uses laboratory space, materials, and technology that are relevant and up to standards for the subject matter.
 Exceeds Standard Meets Standard Needs Improvement Does not Meet Standard
9. Tests, projects, assignments, and/or labs are designed to accurately assess students' mastery over required course content. Evidence required.
 Exceeds Standard Meets Standard Needs Improvement Does not Meet Standard
10. Feedback on tests, projects, assignments, and/or labs is used to improve student learning. Evidence required.
 Exceeds Standard Meets Standard Needs Improvement Does not Meet Standard
11. Overall// Recommendation for next observation:
 Next time teaching course Evidence only next time teaching course Every other time teaching course

Observing College Faculty Signature _____ Date _____

ALLAN HANCOCK COLLEGE
CCAP FACULTY ADMINISTRATIVE EVALUATION

Statement of Purpose: Your thoughtful responses to the following items will assist in the evaluation of the above listed faculty member.

Evaluation Process: Please answer the items based on your direct knowledge of the employee's performance only as it relates to the assignment(s) indicated.

1. Administrative responsibilities are completed accurately and within established Allan Hancock College timelines, including syllabus submission, census verification, submission of final grades, and processing required student forms or petitions.

Exceeds Standard Meets Standard Needs Improvement Does not Meet Standard

2. Question about student evals (since observer doesn't see them)

Exceeds Standard Meets Standard Needs Improvement Does not Meet Standard

College Administrator Signature _____ Date _____

Appendix A
HANCOCK COLLEGE
CCAP Faculty
EVIDENCE PACKET GUIDELINES

Attainment of some standards may not be readily evident to evaluators during classroom/worksite visits. Therefore, evidence packets present an excellent opportunity to demonstrate various levels of professional growth, achievement, and competency.

Options for required evidence:

1. Current course syllabus
2. Instructional materials (course texts, handouts, in-class activities, group work, computer programs, audio/visuals, etc.)
3. Assignments (homework, all essays, lab reports, and/or projects, etc.)
4. Assessment of student learning outcomes and/or other elements of the Course Outline of Record (exams, quizzes, projects, etc.)
5. Graded student work including instructor's written feedback.

Evidence must reflect current examples from the class being observed.