



# Faculty Evaluation Tracking Sheet- Regular Faculty

Faculty	Fall 2022 Evaluation Status	Status (Full/Part Time)	Job Title	Supervisor Dean	Department Chair	Date Hired Current	First Term Taught	1st Step (Observe Other Faculty & Self Evaluation)	2nd Step (Formal Observation by Dean/Evaluation)	5 Year Cycle - 1st Step (Observe Other Faculty & Self Evaluation)	5 Year Cycle - 2nd Step (Formal Observation by Dean/Evaluation)
	Completed							completed 6/1/2021	due between Fall 2022 and Spring 2023		
	Completed							complete 5/6/2021	due between Fall 2022 and Spring 2023		
	Completed							completed 11/4/2020	due between Fall 2022 and Spring 2023		
	Completed							completed June 2021	due between Fall 2022 and Spring 2023		
	Completed							completed 6/9/2021	due between Fall 2022 and Spring 2023		
	Completed							complete 5/4/2021	due between Fall 2022 and Spring 2023		
	Completed							completed 5/14/2021	due between Fall 2022 and Spring 2023		
	Completed							completed 5/27/2021	due between Fall 2022 and Spring 2023		
	Overdue							Due End of Spring 2021	due between Fall 2022 and Spring 2023		
	On track							completed spring 2021	due between Fall 2022 and Spring 2023		
	On track							spring 2021	due between Fall 2022 and Spring 2023		
	On track							completed 03/04/2021	due between Fall 2022 and Spring 2023		
	On track							completed 2/9/2021	due between Fall 2022 and Spring 2023		
	On track							Due End of Spring 2022	due between Fall 2023 and Spring 2024		
	Not Currently Teaching							completed 12/12/2020	due between Fall 2022 and Spring 2023		
	Not Currently Teaching							completed 04/28/2021	due between Fall 2022 and Spring 2023		
	Not Currently Teaching							completed 5/9/2021	due between Fall 2022 and Spring 2023		
	On track							completed 4/27/2021	due between Fall 2022 and Spring 2023		
	Not Currently Teaching							completed 10/22/2020	due between Fall 2022 and Spring 2023		
	On track							completed 1/2021	due between Fall 2022 and Spring 2023		
	On track							completed 1/27/2021	due between Fall 2022 and Spring 2023		
	On track							completed 11/18/2021	due between Fall 2022 and Spring 2023		
	On track							completed 2/2021	due between Fall 2022 and Spring 2023		
	Not currently teaching							Due next teaching term			
	New							due between Fall 2023 and Spring 2024			
	Not Currently Teaching							Due End of Spring 2021	due between Fall 2022 and Spring 2023		
	On track							completed 6/18/2021	due between Fall 2022 and Spring 2023		
	On track							completed 2/10/21	due between Fall 2022 and Spring 2023		
	On track							completed 2/15/2021	due between Fall 2022 and Spring 2023		
	On track							completed 11/22/2021	due between Fall 2023 and Spring 2024		
	On track							completed 6/7/2021	completed 11/14/2022		
	On track							completed 6/2021	due between Fall 2022 and Spring 2023		
	Overdue							Due End of Spring 2021	due between Fall 2022 and Spring 2023		
	On track							completed 11/20/2020	due between Fall 2022 and Spring 2023		
	On track							completed 5/28/2021	due between Fall 2022 and Spring 2023		
	On track							completed 11/2/2020	due between Fall 2022 and Spring 2023		
	On track							completed May 2021	due between Fall 2022 and Spring 2023		
	New							due between Fall 2023 and Spring 2024			
	On track							completed Spring 2021	due between Fall 2022 and Spring 2023		
	Overdue							Due End of Spring 2021	due between Fall 2022 and Spring 2023		
INACTIVE FACULTY	As of:	2021 Evaluation Status	Status (Full/Part Time)	Supervisor Dean	Department Chair	Date Hired Current	First Term Taught	1st Step (Observe Other Faculty & Self Evaluation)	2nd Step (Formal Observation by Dean/Evaluation)	5 Year Cycle - 1st Step (Observe Other Faculty & Self Evaluation)	5 Year Cycle - 2nd Step (Formal Observation by Dean/Evaluation)
	end of Spring 2021							retiring at the end of 2021	due between Fall 2022 and Spring 2023		
	Summer 2021							Spring 2014		due between Fall 2022 and Spring 2023	
	end of Spring 2021							Fall 2008		due between Fall 2022 and Spring 2023	
	Not Currently Teaching as of Winter 2022							Due End of Spring 2021	due between Fall 2022 and Spring 2023		
	Not Currently Teaching							completed 6/8/2021	due between Fall 2022 and Spring 2023		
	Not Currently Teaching							completed 1/27/2021	due between Fall 2022 and Spring 2023		
	Not Currently Teaching								due between Fall 2022 and Spring 2023		
	Not Currently Teaching							completed 6/4/2021	due between Fall 2022 and Spring 2023		

**START HERE: Beginning of the Term Email - On track**

**REVIEW WHO IS ONLINE - explain the Moodle process**

Hi [NAME]!

I hope the first week of the term went well for you and your students! I wanted to let you know that you have a [INSERT EVALUATION TYPE] due at the end of this term. I've included the expectations and related guide below:

**INSERT FROM STATUS OPTIONS BELOW**

Please let me know if you have any questions!

Best,

**SELECT ONE: Status Options**

**1st Term**

Teaching Term	Type of Evaluation	Forms / Guides	Deliverable (due by the end of term)	Additional Information	Filed ?
<a href="#"><u>1st</u></a>	Peer Observation <i>(you are observed by a peer)</i>	<a href="#"><u>Faculty Classroom Observation Guide</u></a>	Email confirming it's been completed (who observed your class and when)		No

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## 2nd Term

This term is the term for your formal observation with your Dean, [INSERT]. They should be reaching out to you soon to schedule a time to come out and see you teach. It just has to be completed by the end of this term.

If you take a look at the chart below, I've outlined the expectations and the form they'll use. Let me know if you have questions!

Teaching Term	Type of Evaluation	Forms / Guides	Deliverable (due by the end of term)	Additional Information	Filed ?
<a href="#"><u>2nd</u></a>	Formal - conducted by a supervisor or designee	- Hybrid or Zoom: <a href="#"><u>CGCC Classroom Observation Form</u></a>  <i>or</i> - Online: <a href="#"><u>Distance Learning Observation Form</u></a>	Completed form	- Your dean will meet with you to discuss what they observed.  - They will also provide you with a written copy.	Yes

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## 3rd Term

Teaching Term	Type of Evaluation	Forms / Guides	Deliverable (due by the end of term)	Additional Information	Filed ?
<a href="#"><u>3rd</u></a>	Self-Evaluation	<a href="#"><u>Faculty Self-Evaluation Guidelines</u></a>	- Written self-evaluation  - <i>Optional:</i> portfolio items	Your dean or department chair should either provide you with a written response <b>or</b> meet with you to discuss your self-evaluation.	Yes

The format of your write-up is up to you, there isn't any particular form to turn in. Most people turn in a few paragraphs of reflection, usually in response to their latest formal evaluation (which I've attached). Once you meet or speak with your dean or department chair to review your self-evaluation, please send it my way and I will mark you as up-to-date!

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**4th-6th Terms**

Teaching Term	Type of Evaluation	Forms / Guides	Deliverable (due by the end of term)	Additional Information	Filed ?
<a href="#">Between 4th-6th</a>	Self-Evaluation after observing a peer	<ul style="list-style-type: none"> <li>- <a href="#">Faculty Classroom Observation Guide</a></li> <li>- <a href="#">Faculty Self-Evaluation Guidelines</a></li> </ul>	Written self-evaluation (any format)	<ul style="list-style-type: none"> <li>- after observing a peer, use this opportunity to reflect on your own teaching practices based on what you saw and experienced as an observer. <i>*The peer doesn't necessarily need to belong to your same department!</i></li> <li>- <i>Optional:</i> discussion with your dean or chair.</li> </ul>	Yes

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**7th-9th Terms**

Teaching Term	Type of Evaluation	Forms / Guides	Deliverable (due by the end of term)	Additional Information	Filed ?
<a href="#">Between 7th-9th</a>	Formal - conducted by a supervisor or designee	<ul style="list-style-type: none"> <li>- Hybrid or Zoom: <a href="#">CGCC Classroom Observation Form</a></li> <li align="center"><i>or</i></li> <li>- Online: <a href="#">Distance Learning Observation Form</a></li> </ul>	<ul style="list-style-type: none"> <li>- Completed form</li> <li>- <i>Optional:</i> written response to your formal evaluation</li> </ul>	<ul style="list-style-type: none"> <li>- Your dean will meet with you to discuss what they observed.</li> <li>- They will also provide you with a written copy.</li> </ul>	Yes

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**OVERDUE NOTICE (to include with beginning of term email)**

**Overdue:**

What's needed:

Details: see chart [here](#) for guidelines and/or forms to complete.

Original Due Date:

## Beginning of the Term Email - Formal Needs from Dean

Hi [DEAN]!

Below is a list of probationary faculties that need formal observations this term. Please work with them to schedule a time to observe their class.

I've also included two faculty members that will need them done later this year **(INSERT TERMS)**. You can find any necessary form in the table below **[INCLUDE BOTH PROBATIONARY AND REGULAR TABLES]**.

Faculty (term):

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Term	Type of Evaluation	Forms / Guides	Deliverable (due by the end of term)	Additional Information	Filed ?
<a href="#">2nd</a>	Formal - conducted by a supervisor or designee	- Hybrid or Zoom: <a href="#">CGCC Classroom Observation Form</a> <i>or</i> - Online: <a href="#">Distance Learning Observation Form</a>	Completed form	- Your dean will meet with you to discuss what they observed.  - They will also provide you with a written copy.	Yes
<a href="#">Between 7th-9th</a>	Formal - conducted by a supervisor or designee	- Hybrid or Zoom: <a href="#">CGCC Classroom Observation Form</a> <i>or</i> - Online: <a href="#">Distance Learning Observation Form</a>	- Completed form  - <i>Optional:</i> written response to your formal evaluation	- Your dean will meet with you to discuss what they observed.  - They will also provide you with a written copy.	Yes

Let me know if you have any questions. Thank you!

## **End of Term Email - Department Chair Reminders**

Hi !

It's nearly the end of term and I'm hoping you can send gentle reminders to the following member(s) in your department that their evaluations are due soon:

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If they have questions about what's needed, please have them reach out to me! Thank you so much and I hope the end of term goes well.

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<p><b>Overall Assessment</b></p>		<p>1    2    3    4    5</p> <p>←—————→</p> <p>Needs Improvement                      Exceeds Expectations</p>
<p><b>Additional Comments</b></p>		

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Observer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Distance Learning Classroom Observation Form

### Requirements for Teaching Distance Learning Classes

The instructor is required to:

1. Evaluate and return graded assignments in a timely manner and provide feedback on assignment to facilitate student preparation of future assignments.
2. Describe the evaluation process, including how assignments are scored and final grades determined.
3. Maintain a list of active resources and links to appropriate online resources within the course shell.
4. Keep a record of all graded activities in a secure, private, and accurate manner.
5. Respond in a timely manner to questions regarding the course or learning materials:
  - within a 48-hour period on weekdays
  - daily during the first week of the term.
6. Provide and facilitate a forum for student questions.
7. Design learning activities that promote CGCC core learning outcomes.
8. Where appropriate, encourage student-student collaboration and interaction.

Course \_\_\_\_\_

Instructor \_\_\_\_\_

Reviewer \_\_\_\_\_

Date \_\_\_\_\_

Online teaching expectations, 1 lowest, 5 highest	1	2	3	4	5
1. Evaluates and returns graded assignments in a timely manner and provides feedback on assignment to facilitate student preparation of future assignments.					
2. Describes the evaluation process, including how assignments are scored and final grades determined.					
3. Maintains a list of active resources and links to appropriate online resources within the course shell.					
4. Keeps a record of all graded activities in a secure, private, and accurate manner.					
5. Responds in a timely manner to questions regarding the course or learning materials: within a 48-hour period on weekdays / daily during the first week of the term.					
6. Provides and facilitates a forum for student questions.					
7. Designs learning activities that promote CGCC core learning outcomes.					
8. Where appropriate, encourages student-student collaboration and interaction.					

Comments by Reviewer: (continued on next page)

Comments by Reviewer:

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Observer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Faculty Classroom Observation Guide**

### **Content Organization**

- Made clear statement of the purpose of the lesson
  - Defined relationship of this lesson to previous lessons
  - Presented overview and context of the lesson, related to course and learner outcomes
  - Presented content with a logical sequence
  - Paced lesson appropriately
  - Summarized major concepts of lesson
  - Related today's lesson to future lessons
- 

### **Content Knowledge & Relevance**

- Presented material appropriate to stated learner outcomes and course content guides
  - Demonstrated current & thorough command of subject matter
  - Prioritized most critical course content
  - Presented content appropriate to student knowledge/background/preparation and to real-world applications
  - Cited authorities to support statements
  - Made distinctions between fact and opinion
  - Presented divergent viewpoints when appropriate
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### **Presentation**

- Projected voice so easily heard
- Used intonation to vary emphasis
- Explained concepts with clarity
- Maintained eye contact with students
- Listened to student questions and comments & provided feedback

- Projected nonverbal gestures consistent with intentions
  - Defined unfamiliar terms, concepts, and principles
  - Presented examples to clarify points
  - Related new ideas to familiar concepts & students' prior knowledge
  - Restated important ideas at appropriate times
  - Varied explanations for complex material
  - Used humor appropriately to strengthen retention and interest
  - Limited use of repetitive phrases
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### **Teaching Learning Interaction & Assessment**

- Presented material in a variety of ways to accommodate students' learning styles
  - Used a variety of questioning techniques to monitor student progress & gave satisfactory answers to student questions
  - Allowed time for practice with new ideas
  - Facilitated learning activities for comprehension, application, synthesis, and evaluation of concepts
  - Responded to nonverbal cues of confusion, boredom, and curiosity
  - Paced lesson for note-taking
  - Used teaching-learning process checks –classroom assessment techniques'
  - Asked probing questions when student answer was incomplete
  - Suggested questions of limited interest to be handled outside of class
- 

### **Instructional Materials & Learning Environment**

- Maintained classroom facilities & equipment
- Fostered a learning environment of mutual respect, academic integrity, diverse viewpoints, and intellectual curiosity
- Prepared students for the lesson with appropriate outside assignments utilizing a range of instructional materials including library resources

- Utilized technology and audio-visual materials to enhance learning environment and foster technical skills
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### **Active Learning**

- Provided clear directions & procedures
- Stated goals and objectives clearly (Written or Oral)
- Provided thorough demonstration
- Assembled necessary equipment to complete the activity in advance
- Allowed opportunity for individual practice time and time for completion of the activity
- Gave prompt attention to individual questions & provided constructive feedback
- Provided for safety instruction / supervision
- If the discovery method was employed, allowed time for discussion of results or planned on discussion at a later date
- Provided opportunities for debriefing about the activity with peers or instructor
- Allocated sufficient clean-up time



# Faculty Self-Evaluation Guidelines

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Adopted by Instructional Council 1-11-13

The Self-Evaluation is a narrative required by the collective bargaining agreement at regular intervals as part of the evaluation process. Self-evaluations have no prescribed length and the only required component is a response to observation(s) that took place. Other suggested topics to be included are below.

Suggested topics to include:

- **Response to Observation:** respond and reflect on the classroom observation process and feedback.
- **Other Feedback:** responses to the feedback received from student evaluations, peer reviews and other types of feedback.
- **Adjustments:** changes you have made in response to the feedback you have received.
- **Innovation:** new things you are doing to improve student outcomes; changes that have been made to initiate improvements to help students.
- **Service:** activities that you are doing related to institutional service, such as participating on a college committee or initiative, or representing the college at a meeting or event.
- **Professional Development:** continuing education, licenses, participation in professional organizations, etc.
- **Goals:** areas of focus you have established related to teaching, the college or your field of expertise.
- **Miscellaneous:** any other information that you would like to include.