Faculty Evaluation Tracking- Probationary Faculty

Last, First MI	Faculty Email	Academic Year 2022-23 Evaluation Status	Status (Full/Part Time)	Job Title	Supervisor - Dean	Department Chair	Date Hired Current	First Term Taught	1st Term (peer observation)	2nd Term (Formal Evaluation)	3rd Term (Self-Evaluation)	4th - 6th Terms (Observe other Faculty + Self-Evaluation)	7th - 9th Terms (Formal Evaluation)
		On track							completed				
		On track							4/26/2021	completed 5/21/2021	completed 5/21/202	completed 5/21/2023	due between Fall 2021
									completed				and Spring 2022 due between Fall 2022
		Completed							10/21/2020 completed	completed 5/11/2021	completed 5/11/202	completed 5/11/2023	and Spring 2023
		On track							11/15/2022				
		On track							completed 11/1/2020	completed 5/25/2021	completed 5/25/202	completed 5/25/2023	after Fall 2022 (Winter 2023)
		On track							completed 3/1/2022	Winter 2023	Winter 2024	Winter 2025	
		Now							Winter 2023				
		New Completed							completed				due between Fall 2022
									5/11/2021 completed	completed 5/5/2021	completed 5/5/2022	completed 5/5/2023	and Spring 2023
		On track							10/19/2022	Due End of Winter	Due End of Winter		
		On track							completed 11/14/2022	2023 - Dean Required	2023 - Dean Required	Due End of Winter 2023 - Dean Required	
		New							Due Winter 2023				
		Overdue							completed Winter 2021	completed 5/5/2021	completed 5/5/2022	completed 5/5/2023	
		On track							completed Fall 2021	completed 1/19/23		completed 1/19/25	
										Due End of Winter	Due End of Winter	Due End of Winter 2023 -	
		Overdue							Due Fall 2021	2023 - Dean Required	2023 - Dean Required	Dean Required	
		Not currently teaching							completed .				dua hativessa E. II acco
		Completed							completed spring 2019	completed 6/25/2019	completed 6/25/2019	completed 6/25/2019	due between Fall 2022 and Spring 2023
		Not currently teaching							Due End of Fall 2020	Due End of Winter 2021 - Dean Required	Due End of Winter 2021 - Dean Required	Due End of Winter 2021 - Dean Required	
		On track							completed 11/22/2021	Due end of Winter 2022 - Dean Required	Due end of Winter 2022 - Dean Required	Due end of Winter 2022 - Dean Required	
		Overdue							Due End of Spring 2022				
		New							Due Winter 2023				due between Winter
		On track								completed 5/26/2021	completed 5/26/202	completed 5/26/2023	2023 and Spring 2023
		On track							completed 5/24/2021	completed 11/16/2021	completed 11/16/20	completed 11/16/2023	
		New							Due Winter 2023 completed				
		On track							10/27/2021	completed 3/17/2022	completed 3/17/202	completed 3/17/2024	
POST- PROBATIO NARY	As of:	2021 Evaluation Status	Status (Full/Part Time)	Job Title	Supervisor - Dean	Department Chair	Date Hired Current	First Term Taught	1st Term (peer obsvervation)	2nd Term (Formal Evaluation)	3rd Term (Self-Evaluation)	4th - 6th Terms (Observe other Faculty + Self-Evaluation)	7th - 9th Terms (Formal Evaluation)
		Completed											completed 5/52021
		Completed											completed 4/27/021
INACTIVE FACULTY	As of:	2021 Evaluation Status	Status (Full/Part Time)	Job Title	Supervisor - Dean	Department Chair	Date Hired Current	First Term Taught	1st Term (peer obsvervation)	2nd Term (Formal Evaluation)	3rd Term (Self-Evaluation)	4th - 6th Terms (Observe other Faculty + Self-Evaluation)	7th - 9th Terms (Formal Evaluation)
										Due End of Spring 2021- Dean Required (Last Term Teaching)			
									Due End of Spring				
									2021 completed			due between Fall 2021	
									12/2/2020	completed 5/24/2021 Due End of Spring	completed 5/24/202	and Spring 2022	
									Due End of Winter 2021	2021 - Dean			
									Due End of Winter 2021	Required Due End of Spring 2021 - Dean			
									Due Fall 2021	Required			
										completed 12/7/2021		Due End of Spring 2021	
									completed 12/2/2020	completed 5/27/2021	Due End of Spring 2021	due between Fall 2021 and Fall 2023	
									due between Fall 2022 and Spring 2023				
									completed				_
			 				 	 	compicted	 			

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								due between Fall 2022		
	Completed							completed June 2021	and Spring 2023 due between Fall 2022		
								completed 6/9/2021	and Spring 2023 due between Fall 2022		
	Completed							complete 5/4/2021	and Spring 2023 due between Fall 2022		
	Completed							completed 5/14/2021	and Spring 2023 due between Fall 2022		
	Completed							completed 5/27/2021	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		
									due between Fall 2022		
	On track							spring 2021	and Spring 2023		
	On track							completed 03/04/2021	due between Fall 2022 and Spring 2023		
	0								due between Fall 2022		
	On track							completed 2/9/2021	and Spring 2023 due between Fall 2023		
	On track							Due End of Spring 2022	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							completed 10/22/2020	due between Fall 2022		
	Teaching On track							, , , ,	and Spring 2023 due between Fall 2022		
								completed 1/2021	and Spring 2023 due between Fall 2022		
	On track							completed 1/27/2021	and Spring 2023		
	On track							completed 11/18/2021	due between Fall 2022		
	On track							, , ,	and Spring 2023 due between Fall 2022		
	Not currently							completed 2/2021	and Spring 2023		
	teaching							Due next teaching term due between Fall 2023 and			
	New							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								due between Fall 2023		
	On track							completed 11/22/2021 completed 6/7/2021	and Spring 2024 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								due between Fall 2022		
	New							completed May 2021 due between Fall 2023 and Spring 2024	and Spring 2023		
	On track								due between Fall 2022		
	Overdue							completed Spring 2021 Due End of Spring 2021	and Spring 2023 due between Fall 2022		
								,	and Spring 2023		
NACTIVE	As of:	2021 Evaluation	Status (Full/Part	Supervisor -	Department	Date Hired	First Term	1st Step (Observe Other Faculty &	2nd Step (Formal Observation by	5 Year Cycle - 1st Step (Observe Other Faculty	5 Year Cycle - 2nd Step (Formal Observation by
ACULTY		Status	Time)	Dean	Chair	Current	Taught	Self Evaluation)	Dean/Evaluation)	& Self Evaluation)	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								due between Fall 2022	., 5	
	Teaching as of Winter							Due End of Spring 2021	and Spring 2023 due between Fall 2022		
	2022 Not Currently								and Spring 2023 due between Fall 2022		
	Teaching Not Currently							completed 6/8/2021	and Spring 2023 due between Fall 2022		
	Teaching Not Currently							completed 1/27/2021	and Spring 2023 due between Fall 2022		
	Teaching Not Currently								and Spring 2023		
		I .	1	1		l	ı	I	due between Fall 2022	1	

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 ?
<u>1st</u>	Peer Observation (you are observed by a peer)	Faculty Classroom Observation Guide	Email confirming it's been completed (who observed your class and when)		No

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 ?
<u>2nd</u>	Formal - conducted by a supervisor or designee	- Hybrid or Zoom: CGCC Classroom Observation Form or - Online: Distance Learning Observation	Completed form	 Your dean will meet with you to discuss what they observed. They will also provide you with a written copy. 	Yes
		Form			

3rd Term

Teaching Term	Type of Evaluation	Forms / Guides	Deliverable (due by the end of term)	Additional Information	Filed ?
<u>3rd</u>	Self-Evaluation	Faculty Self-Evaluation Guidelines	Written self- evaluationOptional: portfolio items	Your dean or department chair should either provide you with a written response or 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!

4th-6th Terms

Teaching Term	Type of Evaluation	Forms / Guides	Deliverable (due by the end of term)	Additional Information	Filed ?
Between 4th-6th	Self-Evaluation after observing a peer	 - Faculty Classroom Observation Guide - Faculty Self-Evaluation Guidelines 	Written self- evaluation (any format)	- after observing a peer, use this opportunity to reflect on your own teaching practices based on what you saw and experienced as an observer. *The peer doesn't necessarily need to belong to your same department! - Optional: discussion with your dean or chair.	Yes

7th-9th Terms

Teaching Term	Type of Evaluation	Forms / Guides	Deliverable (due by the end of term)	Additional Information	Filed ?
Between 7th-9th	Formal - conducted by a supervisor or designee	- Hybrid or Zoom: CGCC Classroom Observation Form or - Online: Distance Learning Observation Form	- Completed form - Optional: 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

OVERDUE NOTICE (to include with beginning of term email)

Overdue:

What's needed:

<u>Details</u>: see chart <u>here</u> 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):

•

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

•

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.

Columbia Gorge Community College Classroom Observation Form

Instructor's Nar	ne:	Observer's Name:						
4444								
Course Title:		Date of Observation	on:					
CRITERIA	DESCRI	PTION				NT/F	RATING	
Content Organization	 Defined relationship of this lessor Presented overview and context of learner outcomes Presented content with a logical service of the properties of the	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					5 cceeds repectations	
Comments:								
Content Knowledge & Relevance	 Presented material appropriate to course content guides Demonstrated current & thorough Prioritized most critical course co Presented content appropriate to knowledge/background/preparation Cited authorities to support stater Made distinctions between fact and presented divergent viewpoints were 	n command of subject matter intent student on and to real-world applications ments nd opinion	1 Nee Impi	2 ds rovem	3 ent		5 cceeds pectations	
Comments								

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 	1 2 3 Needs Improvement	4 5 Exceeds Expectations
Comments			
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 	1 2 3 Needs Improvement	Exceeds Expectations
Comments			

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 	← Needs	2 3	5 ceeds pectations
Comments				
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 	→ Needs	2 3	5 ceeds pectations
Comments				

Overall			1	2	3	4	5
Assessment		Need	ls oveme	nt	Exc Exp	eeds	
Additional Comments							
Instructor Signat	ure:	Date:					
Ohan Oi d		Data					
Observer Signat	ure:	∪ate:					

G:\SHARED\Instructional Services\Evaluations\Classroom Observation Form.pdf

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.

Instructor

- 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.

Course

- 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.

Reviewer Da	te					
Online teaching expectations, 1 lowest, 5 h	ighest 1	2	!	3	4	5
 Evaluates and returns graded assignments in a tim provides feedback on assignment to facilitate student assignments. 	-					
Describes the evaluation process, including how as scored and final grades determined.	ssignments are					
3. Maintains a list of active resources and links to app resources within the course shell.	ropriate online					
4. Keeps a record of all graded activities in a secure, manner.	private, and accurate					
Responds in a timely manner to questions regarding learning materials: within a 48-hour period on weekday first week of the term.						
6. Provides and facilitates a forum for student questio	ns.					
7. Designs learning activities that promote CGCC core	e learning outcomes.					
8. Where appropriate, encourages student-student co- interaction.	llaboration and					

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

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

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

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

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 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.