



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Office of Human Resources
Alternate Duty Evaluation Form



Article 10C.3 of the Agreement Between the District and the Faculty Association states:

“An alternate duty assignment shall be any assignment of duties which are not part of the conventional faculty assignments as Instructional Faculty, Counseling Faculty, or Library Faculty. Faculty Senate Presidents and Faculty Association Officers with reassigned time are excluded from this process. Alternate duty assignments shall be on the basis of two and one-sixth (2.17) weekly hours per one (1) Calculated A Hour (CAH), which shall not subsume any portion of the five (5) weekly hours of professional activities (as described in Article 10D.3c) for full time faculty. Alternate duty assignments are college specific. Alternate duty assignments in the District Office shall be advertised District-wide. Unit members shall be evaluated on their e alternative duty assignment by the negotiated form for this purpose.”

Alternate duty provisions do not apply if the unit member's primary assignment involves duties as a Coordinator or Special Assignments Faculty. (See Article 10D.1f.)

Evaluee: ☐ Full-time ☐ Part-time
Location: ☐ Chabot College ☐ Las Positas College
Semester: ☐ Spring ☐ Summer ☐ Fall Year: _____

Evaluee Name: _____ Date: _____

Evaluator Name: _____ Date: _____

Observation Date: _____ Observation Time: _____

SECTION I: OBSERVATIONS

State length of Alternate Duty Assignment [i.e. semester(s) and or term(s) covered by Assignment].

Comment(s):

State purpose of Alternate Duty Assignment. List objectives from job description. (Attach Application if available).

Comment(s):

Provide relevant data to support narrative described above.

Comment(s):

Was the Alternate Duty Assignment successful? Why or why not? Give details.

Comment(s):

Overall, how was diversity, equity, inclusiveness and belonging represented in the Alternate Duty Assignment?

Comment(s):

Recommendations for improvement of performance of Alternate Duty Assignment

Comment(s):

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Administrative Evaluation Section

SECTION II: EXCELLENCE IN WORKING WITH STUDENTS

The instructor demonstrates excellence in working with students as outlined in the faculty standards (Articles 14C.2; 15C.2; 18I.7(b)).

☐ Yes ☐ No ☐ Not Applicable

Comment(s):

SECTION III: COLLEGIAL PARTICIPATION

The instructor contributes to a collaborative, respectful working environment as outlined in the faculty standards (Articles 14C.3I 15C.3; 18I.7(c)).

☐ Yes ☐ No ☐ Not Applicable

Comment(s):

SECTION IV: PROFESSIONAL AND PERSONAL ENRICHMENT

The instructor engages in self-initiated professional and personal development as outlined in the faculty standards (Articles 14C.4; 15C.4; 18I.7(d)).

☐ Yes ☐ No ☐ Not Applicable

Comment(s):

SECTION V: PROFESSIONAL RESPONSIBILITIES

The instructor engages in professional responsibilities (e.g. participation in program improvement, meeting deadlines, attend/participate in activities and events where applicable) as outlined in the faculty standards (Articles 14C.5; 15C.5; 18I.7(e)).

☐ Yes ☐ No ☐ Not Applicable

Comment(s):

SECTION VI: ADDITIONAL SPECIFIC STANDARDS FOR INSTRUCTIONAL FACULTY

The instructor meets the additional specific standards for instructional faculty (Articles 14C.6; 15C.6; 18I.7(f)). For example:

- Delivers coherent lectures
- Creates assignments and exams aligned with course objectives
- Organizes and creates course content effectively and in line with authorized outlines
- Collaborates in enrollment management

☐ Yes ☐ No ☐ Not Applicable

Comment(s):

SECTION VII: ADDITIONAL SPECIFIC STANDARDS FOR COUNSELING FACULTY

The counseling faculty meets the additional specific standards for counseling faculty (Articles 14C.6; 15C.6; 18I.7(g)). For example:

- Demonstrates a wide variety of counseling skills and techniques
- Provides accurate information on transfer and degree requirements
- Develops and implements counseling programs
- Applies new technologies in counseling services

☐ Yes ☐ No ☐ Not Applicable

Comment(s):

SECTION VIII: ADDITIONAL SPECIFIC STANDARDS FOR LIBRARY FACULTY

The librarian meets the additional specific standards for librarian faculty (Articles 14C.6; 15C.6; 18I.7(h)).
For example:

- Supports a collaborative team environment
- Develops and implements library programs
- Promotes student and staff access to library resources
- Applies new technologies in library services

☐ Yes ☐ No ☐ Not Applicable

Comment(s):

SECTION IX: ADDITIONAL SPECIFIC STANDARDS FOR SPECIAL ASSIGNMENTS/COORDINATOR ROLES

The faculty meets the additional specific standards for faculty on special assignment/coordinator assignment as part or all of their primary duty (Articles 14C.6; 15C.6; 18I.7(i)). For example:

- Develops standards appropriate to the assignment
- Collaborates in enrollment management
- Demonstrates leadership in planning and vision

☐ Yes ☐ No ☐ Not Applicable

Comment(s):

SECTION X: EVALUATOR NOTES AND SUMMARY COMMENTS

Please check one and summarized below:

☐

Satisfactory

☐

Needs Improvement

☐

Unsatisfactory

Please describe at least one observed teaching strategy and one delivery method observed. For example, what did you observe to indicate the instructor helped students apply new concepts/ processes/skills? This is also the space for elaborating on the observation of instruction, noting strengths and suggestions related to the contract's standards for instruction and excellence in working with students, including accomplishing the course outline and including a summary of Student Response to Instruction.

Summary Comments

SECTION XI: APPROPRIATE ADMINISTRATOR'S SUMMARY

Instructor' Name: _____ **W #** _____
(please print name)

Please check one and summarized below:

☐

Satisfactory

☐

Needs Improvement

☐

Unsatisfactory

I have read and received a copy of this Administrative Summary and Evaluation.

Instructor signature: _____ **Date:** _____

Administrator signature: _____ **Date:** _____

*** The instructor being observed has the right to append a statement to this Administrative Summary and Evaluation.**

Below is the space for the appropriate Administrator to provide a final summary and overall evaluation on Faculty based on:*

- (1) Applicable contractual faculty standards, including:
 - Fulfillment of collegial responsibilities (14I)
 - Excellence in working with students (15C.2)
 - Participate in program and subject area improvement tasks (15C.5(c))
 - Meet deadlines and submittal of grades and Census Reports (15C.5(d))
 - Meet additional specific standards for instructional faculty (15C.6, 15C.7, 15C.8, 15C.9);
- (2) Part-time Faculty member's participation in professional responsibilities as described below: 18I.5(f)
Participate in program and subject area improvement tasks such as creating and assessment of Student Learning Outcomes (SLOs), Service Area Outcomes (SAOs), Course Learning Outcomes (CLOs) and Program Learning Outcomes (PLOs), program review, and curriculum development.

Summary Comments (Attach extra sheets if necessary)	

Reference: Articles 10C.3 and 10D.1f – Faculty Collective Bargaining Agreement