



Office of Human Resources
Evaluation: Special Assignment Faculty - Client Survey Form

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

(Please Print)

Evaluation of: _____ **Date:** _____

Name of client: _____ **Position:** _____

1. In what situation(s) have you worked with the Faculty member or received information and/or services from the Faculty member?

2. In what areas do you believe that the Faculty member has done especially well in providing information and/or services to you or your department? Overall, how are diversity, equity, inclusiveness and belonging represented in the instructor's work?

3. In what areas do you believe that the Faculty member could improve in providing information and/or services to you or your department?

4. Please rate the Faculty member on the following scales:
(Circle one option out of the two offered and rate that offer based on the scale, 1 = highest and 5 = lowest)

Interpersonal Skills:

Sensitivity / Insensitive

Flexibility / Inflexible

Taking initiative / Takes no initiative

Collaboration / Non collaborative

Leadership / Follows

1	☐	2	☐	3	☐	4	☐	5	☐
1	☐	2	☐	3	☐	4	☐	5	☐
1	☐	2	☐	3	☐	4	☐	5	☐
1	☐	2	☐	3	☐	4	☐	5	☐
1	☐	2	☐	3	☐	4	☐	5	☐
1	☐	2	☐	3	☐	4	☐	5	☐

Interpersonal Skills:

Clarity / Unclear

Sensitivity to audience / Insensitive

1		2		3		4		5	
1		2		3		4		5	
1		2		3		4		5	

Reports and data summaries:

Clarity / Unclear

Informative / Uninformative

1		2		3		4		5	
1		2		3		4		5	
1		2		3		4		5	

5. Overall, how was diversity, equity, inclusiveness and belonging represented in the Faculty member's teaching strategies?

*** The Faculty member being observed has the right to append a statement to this observation.**

SECTION II: 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

Administrative Evaluation Section

SECTION III: 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 IV: COLLEGIAL PARTICIPATION

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

☐ Yes

☐ No

☐ Not Applicable

Comment(s):

SECTION V: 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 VI: 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 VII: 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 VIII: 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 IX: 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 X: 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 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: Article 14B.3, 14E.2, 14I, 15B.3, 15F.2a, 15F.2a2, 15G.2, 18I.1c – Faculty Collective Bargaining Agreement