

## Basic and Comprehensive Evaluation Summary Form for All Faculty

Name of Faculty Member:	Employee #:	
Discipline:	Department: Choose an item.	College: LAMC
Evaluation Type:	<input checked="" type="checkbox"/> Basic	<input type="checkbox"/> Comprehensive
Status:	<input type="checkbox"/> Full time regular faculty <input type="checkbox"/> Tenure track contract faculty (SELECT: <input type="checkbox"/> B-1 <input type="checkbox"/> B-2 <input type="checkbox"/> B-3 YEAR: <input type="checkbox"/> 3 or <input type="checkbox"/> 4) <input type="checkbox"/> Limited (including PACE) or long term substitute <input type="checkbox"/> Adjunct faculty	

### A. Professional Responsibilities

Professionalism	Meets/Exceeds Expectations	Needs to Improve
1. Keeps current in discipline.	<input type="checkbox"/>	<input type="checkbox"/>
2. Interacts or communicates with peers.	<input type="checkbox"/>	<input type="checkbox"/>
3. Accepts constructive criticism well.	<input type="checkbox"/>	<input type="checkbox"/>
4. Maintains adequate and appropriate records.	<input type="checkbox"/>	<input type="checkbox"/>
5. Submit grades and/or other required information on time.	<input type="checkbox"/>	<input type="checkbox"/>
6. Attends required meetings.	<input type="checkbox"/>	<input type="checkbox"/>
7. Is regularly available to students.	<input type="checkbox"/>	<input type="checkbox"/>
8. Fulfills professional development responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>

Sources: (state sources of data)

Professional Contribution	Meets/Exceeds Expectations	Needs to Improve
9. (For all faculty): Participates in the Student Learning Outcomes Assessment Cycle (for classroom faculty, includes approved SLOs on class syllabi).	<input type="checkbox"/>	<input type="checkbox"/>
10. (For Full-Time Faculty Only): Makes appropriate contribution to the college by serving effectively on committee, projects, special assignments, etc.	<input type="checkbox"/>	<input type="checkbox"/>
11. (For Full-Time Faculty Only): Makes appropriate contributions to the discipline/department and assumes an appropriate share of faculty responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>
12. (For all faculty): Develops and disseminates course syllabi consistent with appropriate Board Rules.	<input type="checkbox"/>	<input type="checkbox"/>

Sources: (state sources of data)

### B. Attach appropriate form for Section B. Complete Sections C and D.

Basic And Comprehensive Evaluation Summary Form for All Faculty (continued)

C. Overall Evaluation       Meets/Exceeds Expectations       Needs to improve       Unsatisfactory

**D. Recommendations:** Comments, and Improvement plans where applicable.

**Classroom Observations Summary:**

**Students presents:**

**Suggestions:**

**Student Survey comments-**

-  
-  
-

**Syllabus-**

**Communication-**

- **Exclusion rosters-**
- **Office Hours-**
- **Available resources such as handouts, articles, power points- .**

**Faculty Portal-**

**Data Analysis:**

**General Comments:**

\_\_\_\_\_

**E. Faculty Professional Growth Goals/Plan for next evaluation period:**

(Select signature section below based on the type of evaluation completed.)

**Comprehensive Evaluation or Tenure Review**

**or Peer Review Committee**

**Signatures** *Required as per Articles 19 and*

Committee Chair: *Print name* \_\_\_\_\_ *Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

Dept. Rep.: *Print name* \_\_\_\_\_ *Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

**APPENDIX C – SECTION II**

Selected Rep.: *Print name* \_\_\_\_\_ *Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

Admin. Rep.: *Print name* \_\_\_\_\_ *Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

Senate Rep.: *Print name* \_\_\_\_\_ *Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*(Tenure Review Committee Only)*

**Basic Evaluation for full-time or adjunct faculty Evaluator Signature (Department Chair or Designee) Required**

Print name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

***Evaluee Signature Required for Basic and Comprehensive Evaluations***

I have received a copy of this evaluation but my signature does not necessarily indicate my agreement. I understand that any written statement I forward to the Division of Human Resources regarding this evaluation will be attached to the copy, which is filed there.

Print name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

If your Basic Evaluation is “less than satisfactory” you may be entitled to request a comprehensive evaluation as per Article 19.

***Accepted by Appropriate Vice President***

Print name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Faculty Member: \_\_\_\_\_

<b>B. Knowledge, Skill and Ability as a Classroom Instructor</b>	<b>Meets/Exceeds Expectations</b>	<b>Needs to Improve</b>
1. Establishes a student-instructor relationship conducive to learning.	<input type="checkbox"/>	<input type="checkbox"/>
2. Communicates ideas clearly and effectively.	<input type="checkbox"/>	<input type="checkbox"/>
3. Stimulates students’ interest and desire to learn.	<input type="checkbox"/>	<input type="checkbox"/>
4. Promotes active involvement of students in learning activities.	<input type="checkbox"/>	<input type="checkbox"/>
5. Assesses students’ progress regularly.	<input type="checkbox"/>	<input type="checkbox"/>
6. Uses class time efficiently.	<input type="checkbox"/>	<input type="checkbox"/>
7. Demonstrates sensitivity in working with students with diverse backgrounds and needs	<input type="checkbox"/>	<input type="checkbox"/>
8. Meets classes at appointed hour for scheduled duration	<input type="checkbox"/>	<input type="checkbox"/>
9. Ensures that course content is current and appropriate.	<input type="checkbox"/>	<input type="checkbox"/>

APPENDIX C – SECTION II

10. Teaches course content that is appropriate to the official course outline of record congruent with standards set by the discipline.	<input type="checkbox"/>	<input type="checkbox"/>
11. Uses materials that are accurate and that are pertinent to the subject matter and course outline.	<input type="checkbox"/>	<input type="checkbox"/>
12. Maintains an appropriate pace during each class session and over the duration of the academic term.	<input type="checkbox"/>	<input type="checkbox"/>
13. Has appropriate command of the subject matter to be able to respond to student needs.	<input type="checkbox"/>	<input type="checkbox"/>
14. Evaluates student achievement according to stated course grading criteria.	<input type="checkbox"/>	<input type="checkbox"/>
15. Provides a positive learning environment for all student populations.	<input type="checkbox"/>	<input type="checkbox"/>
16. Initiates regular, systematic and substantive (meaningful) student contact.	<input type="checkbox"/>	<input type="checkbox"/>

Sources: (state sources of data).

- See comments in classroom observations

Narrative assessment: (insert comments here or attach separate sheet).