

## Checklist of Adjunct Faculty Evaluation Guidelines and Forms

Adjunct Faculty evaluation teams will use the following two (2) required guidelines and forms:

- Form A/ADJ Adjunct Faculty Evaluation Coversheet
- Form Q/ADJ: Administrative Assessment Review

Below is a checklist of the additional forms that should be included according to the adjunct faculty assignment.

### Instructional Faculty

- B/ADJ: Materials Review and Classroom Instruction Observation
- E/ADJ: Student Evaluation for Instructional Faculty

### Instructional Faculty - Open Lab

- G/ADJ: Materials Review and Open Lab Activity Observation
- H/ADJ: Student Evaluation for Open Lab Faculty

### Instructional Faculty - Clinical

- B2/ADJ: Observation for Clinical Instruction
- E2/ADJ: Student Evaluation for Clinical Faculty

### Instructional Faculty - On-line

- C/ADJ: Materials Review and On-line instruction Observation
- F/ADJ: Student Evaluation for On-line Instructional Faculty

### Non-Instructional Faculty with Student Contact Hours

- L/ADJ: Student Evaluation for Non-Instructional Faculty
- J/ADJ: Observation for Counseling/Non-Instructional Faculty
- I/ADJ: Student Consent Form for Observation of Faculty/Student Interaction
- K/ADJ: Student Evaluation for Counseling Faculty

### Non-Instructional Faculty without Student Contact Hours

- P/ADJ: Faculty Service Surveys that reflect the full range for faculty service

### Library Faculty/Non-Instructional

- M/ADJ: Observation form for Library Faculty
- N/ADJ: Student Evaluation for Library Faculty

### Counseling/Non-Instructional Faculty

- I/ADJ: Student Consent Form for Observation of Faculty/Student Interaction
- J/ADJ: Observation for Counseling/Non-Instruction Activity
- K/ADJ: Student Evaluation for Counseling Faculty

### Faculty with Director Responsibilities

- O/ADJ: Faculty Director Evaluation

### Remediation

- R-1/ADJ: Special Evaluation Plan
- R-2/ADJ: Special Evaluation Plan Report

### Examples of Faculty with Multiple Assignments

#### Library Faculty/Instructional

- B/ADJ: Materials Review and Classroom Instruction Observation
- E/ADJ: Student Evaluation for Instructional Faculty
- M/ADJ: Observation form for Library Faculty
- N/ADJ: Student Evaluation for Library Faculty

#### Counseling Faculty/Instructional

- B/ADJ: Materials Review and Classroom Instruction Observation
- E/ADJ: Student Evaluation for Instructional Faculty
- J /ADJ: Observation for Counseling/Non-Instructional Faculty
- K/ADJ: Student Evaluation for Counseling Faculty
- I/ADJ: Student Consent Form for Observation of Faculty/Student Interaction



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Article 7 - Form A/ADJ

- Bakersfield College
- Cerro Coso College
- Porterville College

## Adjunct Faculty Evaluation Cover Sheet

Name of Faculty Member			Year _____ <input type="checkbox"/> Fall <input type="checkbox"/> Spring
Department/Division/Program Area			Total Number of Pages (including cover sheet)
<input type="checkbox"/> ADJ-1	<input type="checkbox"/> ADJ-2	<input type="checkbox"/> ADJ-3	<input type="checkbox"/> Special
			<input type="checkbox"/> Follow-up evaluation (due to rating of "needs improvement" in previous semester)
<b>Committee Commendation: Recommended as a model for other faculty in the following areas(s).</b>			
<input type="checkbox"/> Discipline Knowledge <input type="checkbox"/> Effective Teaching Methods <input type="checkbox"/> Effective Use of Technology <input type="checkbox"/> Institutional Participation		<input type="checkbox"/> Facilitating the Learning Environment <input type="checkbox"/> Student Advisement/Counseling <input type="checkbox"/> Special Student Needs <input type="checkbox"/> Other _____	
<b>Performance Summary</b>			
<input type="checkbox"/> Satisfactory		<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
<b>Committee Member</b>			
Faculty Chair/designee ( <i>print</i> )		<i>(Signature)</i>	Date
Additional Faculty (Chair chosen, if appropriate) ( <i>print</i> )		<i>(Signature)</i>	Date
Faculty (evaluee chosen, if appropriate) ( <i>print</i> )		<i>(Signature)</i>	Date
Educational Administrator ( <i>print</i> )		<i>(Signature)</i>	Date
<i>I certify that this report has been discussed with me and that I am aware it will be placed in my official personnel file. I understand my signature does not necessarily indicate agreement. I also understand I have ten (10) working days to respond to any material in this report and that my response will be attached to this report.</i>			
Evaluatee's Signature		Date	Comments
<b>Evaluation Packet Contents</b>			
Please include, in order:			
<input type="checkbox"/> Evaluation Committee Summary <input type="checkbox"/> Observations by Peers and Supervisor <input type="checkbox"/> Student Evaluations		<input type="checkbox"/> Administrative Assessment <input type="checkbox"/> Faculty Service Surveys <input type="checkbox"/> Other _____	
Vice President's Signature		Date	Comments



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Article 7 - Form B/ADJ

- Bakersfield College
- Cerro Coso College
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## KCCD Adjunct Faculty Evaluation Materials Review and Classroom Instruction Observation

Evaluatee		Evaluator	
Course	CRN	Date	
Topic for the Day			

**Materials Review**

*The evaluatee will provide the class materials to the evaluators.*

*Each evaluator should review a different class syllabus and samples of class materials (where applicable) using the criteria below. Evaluators should review the curriculum document of record relevant to the course materials. The following items should be referred to objectively.*

Materials Review:	Strongly Agree	Agree	Disagree	Strongly Disagree	Unable to Assess	Comments
<b>Course Organization:</b>						
1. The syllabus describes the course content.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. The syllabus includes an outline or calendar of topics to be covered, in a logical sequence.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. Time given to course topics and assignments is appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. The syllabus effectively describes student assignments, grading criteria, course policies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5. The faculty member's expectations and policies are appropriate for the course level.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6. The syllabus states availability of accommodations for students with disabilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7. The assignments and assessment activities reflect course goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

**Summary Comments of Materials Review:**

## Classroom Instruction Observation

Each evaluator should observe a class session and evaluate the following aspects of the learning environment. The following items should be referred to objectively during the observation. If the observation does not include all of the items use the "Unable to Assess" item.

Classroom Instruction Observation:	Strongly Agree	Agree	Disagree	Strongly Disagree	Unable to Assess	Comments
<b>Structure and Goals:</b>						
1. Activity shows clear signs of planning and organization.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Multiple instructional elements (e.g. lecture, handouts, technology) are used, if appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. When multiple instructional elements are used, they are effectively integrated.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. Class time is used effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5. Faculty creates a learning environment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6. Presentation is clear, and transitions between topics are effective.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Behaviors:</b>						
7. Delivery is effective and understandable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8. Faculty maintains effective eye contact.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9. Oral delivery is clear and easy to follow.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10. Rate and tone of oral delivery are effective.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11. Faculty exhibits a poised demeanor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
12. Faculty is enthusiastic about course content.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
13. Language used is understandable and at the appropriate level for the course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Faculty and Student Rapport:</b>						
14. Faculty treats students equitably.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
15. Students are attentive.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
16. Questions are encouraged.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
17. Questions are answered clearly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Classroom Instruction Observation:	Strongly Agree	Agree	Disagree	Strongly Disagree	Unable to Assess	Comments
18. Faculty and students demonstrate respect for each other.	O	O	O	O	O	
<b>Professional Expertise:</b>						
19. Faculty demonstrates adequate and up-to-date knowledge of the topics presented.	O	O	O	O	O	
20. Material is appropriate for setting and course level.	O	O	O	O	O	

21. What specific strengths did you identify in this instructor?

22. Please list any specific changes needed to strengthen this instructor's effectiveness.

23. List any other suggestions for improvement.

24. Other comments or suggestions?



Materials Review and Classroom Instruction Observation Assessment

Satisfactory       Needs Improvement       Unsatisfactory

Evaluator's Signature	Date
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**Thank you for your participation.**



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Article 7 - Form B2/ADJ

- Bakersfield College
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## KCCD Adjunct Faculty Evaluation Observation for Clinical Instruction

(Registered Nursing, Vocational Nursing, Nurse Assistant, Radiologic Technology, Psychiatric Technician and  
 Emergency Medical Technician-1 Programs)

Evaluatee		Evaluator	
Course	CRN	Date	
Topic for the Day			

*Please observe a class session and evaluate the following aspects of the learning environment. The following items should be referred to objectively during the observation. In some circumstances observation will not include all of the items; at this time you should use the "Unable to Assess" choice.*

	Strongly Agree	Agree	Disagree	Strongly Disagree	Unable to Assess	Comments
<b>Structure and Goals:</b>						
1. Activity shows clear signs of planning and organization.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Class time is used effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. Faculty creates a learning environment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Behaviors:</b>						
4. Communication is effective and understandable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5. Faculty maintains effective eye contact.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6. Faculty exhibits a poised demeanor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7. Faculty handles difficult situations appropriately.						
8. Faculty is enthusiastic about course content.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9. Interaction with the student is at the appropriate level for the course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Faculty and Student Rapport:</b>						
10. Faculty treats students equitably.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11. Students are attentive.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
12. Questions are encouraged.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
13. Questions are answered clearly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
14. Faculty and students demonstrate respect for each other.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

B2/ADJ Faculty Observation for Clinical Instruction (continued)

	Strongly Agree	Agree	Disagree	Strongly Disagree	Unable to Assess	Comments
<b>Professional Expertise:</b>						
15. Faculty demonstrates adequate and up-to-date knowledge of the topics presented.	O	O	O	O	O	
16. Material is appropriate for setting and course level.	O	O	O	O	O	
17. Faculty serves as a positive role model in the clinical setting.	O	O	O	O	O	
18. Faculty follows course syllabi and program policies.	O	O	O	O	O	

19. What specific strengths did you identify in this instructor?

20. Please list any specific changes needed to strengthen this instructor's effectiveness.

21. List any other suggestions for improvement.

22. Other comments or suggestions?



Observation Assessment

Satisfactory       Needs Improvement       Unsatisfactory

Evaluator's Signature	Date
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**Thank you for your participation.**



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Article 7 - Form C/ADJ

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## KCCD Adjunct Faculty Evaluation Materials Review and On-line Instruction Observation

Evaluee		Evaluator	
Course	CRN	Date	
Topic for the Day			

**Materials Review**

*The evaluee will provide the class materials to the evaluators.*

*Each evaluator should review a different class syllabus and samples of class materials (where applicable) using the criteria below. Evaluators should review the curriculum document of record relevant to the course materials. The following items should be referred to objectively.*

Materials Review:	Strongly Agree	Agree	Disagree	Strongly Disagree	Unable to Assess	Comments
<b>Course Organization:</b>						
1. The syllabus describes the course content.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. The syllabus includes an outline or calendar of topics to be covered, in a logical sequence.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. Time given to course topics and assignments is appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. The syllabus effectively describes student assignments, grading criteria, course policies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5. The faculty member's expectations and policies are appropriate for the course level.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6. The syllabus states availability of accommodations for students with disabilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7. The assignments and assessment activities reflect course goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

**Summary Comments of Materials Review:**



C/ADJ Faculty Materials Review and On-line Instruction Observation (continued)

Online Instruction Observation

*Each evaluator should observe the course web site and evaluate the following aspects of the learning environment. The following items should be referred to objectively during the observation. If the observation does not include all of the items, use the "Unable to Assess" item.*

Online Instruction Observation:	Strongly Agree	Agree	Disagree	Strongly Disagree	Unable to Assess	Comments
<b>Structure and Goals:</b>						
1. Site materials show clear signs of planning and organization.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Site contains multiple instructional elements (text, graphics, links, media, chat)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. The site materials are easy to navigate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. Content is presented in an effective, understandable manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Behaviors:</b>						
5. Content delivery is clear and easy to follow.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6. Language used is understandable and at appropriate level for the student.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Faculty and Student Rapport:</b>						
7. Faculty treats students equitably.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8. Faculty provides adequate opportunity for communication with students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9. The faculty member has offered course materials in a way that offers reasonable accommodation to students with disabilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Professional Expertise:</b>						
10. Faculty demonstrates adequate, up-to-date, knowledge of the topics presented.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11. Material is appropriate for setting and course level.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
12. Site materials utilize appropriate vocabulary and grammar.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

13. What specific strengths did you identify in this instructor?

14. Please list any specific changes needed to strengthen this instructor's effectiveness.

15. List any other suggestions for improvement.

16. Other comments or suggestions?



Materials Review and On-line Instruction Observation Assessment

Satisfactory

Needs Improvement

Unsatisfactory

Evaluator's Signature	Date
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**Thank you for your participation.**



Adjunct Faculty Student Evaluation for Instructional Faculty (continued)

	Strongly Agree	Agree	Neither agree nor Disagree	Disagree	Strongly Disagree	Not Applicable
18. The instructor treats me courteously and fairly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. The instructor demonstrates respect for individuals, regardless of their cultural background, ethnicity, race, gender, religion, disability, age, sexual orientation, or socioeconomic status.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. I would recommend this instructor to other students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Compared to courses you have taken here, or at other colleges, rate the following items in this course with regard to:</b>	<b>Much higher than other courses</b>	<b>Higher than other courses</b>	<b>The same as other courses</b>	<b>Lower than other courses</b>	<b>Much lower than other courses</b>	<b>No other college courses completed</b>
21. Expectations for student work are:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. Quality of instructor feedback is:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

COMMENTS SECTION

23. What specific changes could this instructor make to help future students succeed in this course?

24. List specific course activities that have helped you learn the most.

25. Other comments?

**Thank you for your participation.**



E2/ADJ Faculty Student Evaluation for Clinical Instructional Faculty

	<b>Strongly Agree</b>	<b>Agree</b>	<b>Neither agree nor Disagree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>Not Applicable</b>
17. The instructor treats me courteously and fairly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. The instructor demonstrates respect for individuals, regardless of their cultural background, ethnicity, race, gender, religion, disability, age, sexual orientation, or socioeconomic status.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. I would recommend this instructor to other students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Compared to courses you have taken here, or at other colleges, rate the following items in this course with regard to:</b>	<b>Much higher than other courses</b>	<b>Higher than other courses</b>	<b>The same as other courses</b>	<b>Lower than other courses</b>	<b>Much lower than other courses</b>	<b>No other college courses completed</b>
20. Expectations for student work are:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. Quality of instructor feedback is:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**COMMENTS SECTION**

22. List specific changes this instructor could make to help future students succeed in this course.

23. List specific clinical activities that have helped you learn the most.

24. Other comments?

**Thank you for your participation.**



Adjunct Faculty Student Evaluation for On-Line Instructional Faculty (continued)

	Strongly Agree	Agree	Neither agree nor Disagree	Disagree	Strongly Disagree	Not Applicable
18. The instructor treats me courteously and fairly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. The instructor demonstrates respect for individuals, regardless of their cultural background, ethnicity, race, gender, religion, disability, age, sexual orientation, or socioeconomic status.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. The course web pages are easy to navigate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. The instructor answered my questions in a timely manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. I would recommend this instructor to other students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Compared to courses you have taken here, or at other colleges, rate the following items in this course with regard to:</b>	<b>Much Higher than other courses</b>	<b>Higher than other courses</b>	<b>The same as other courses</b>	<b>Lower than other courses</b>	<b>Much Lower than other courses</b>	<b>No other college courses completed</b>
23. Expectations for student work:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24. Quality of instructor feedback is:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

COMMENTS SECTION

25. What specific changes could this instructor make to help future students succeed in this course?

26. List specific course activities that have helped you learn the most.

27. Other comments.

**Thank you for your participation.**





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Article 7 - Form G/ADJ

- Bakersfield College
- Cerro Coso College
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## KCCD Adjunct Faculty Evaluation Materials Review and Open Lab Activity Observation

Evaluee	Evaluator	
Type of Session	Date	

Choose One:

This faculty member **is not** responsible for development of course materials (Skip Materials Review section)

This faculty member **is** responsible for development of course materials (Complete Materials Review section)

### Materials Review

*The evaluee will provide the class materials to the evaluators.*

*Each evaluator should review a different class syllabus and samples of class materials (where applicable) using the criteria below. Evaluators should review the curriculum document of record relevant to the course materials. The following items should be referred to objectively.*

Materials Review:	Strongly Agree	Agree	Disagree	Strongly Disagree	Unable to Assess	Comments
<b>Course Organization:</b>						
1. The syllabus describes the course content.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. The syllabus includes an outline or calendar of topics to be covered, in a logical sequence.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. Time given to course topics and assignments is appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. The syllabus effectively describes student assignments, grading criteria, course policies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5. The faculty member's expectations and policies are appropriate for the course level.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6. The syllabus states availability of accommodations for students with disabilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7. The assignments and assessment activities reflect course goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

**Summary Comments of Materials Review:**

G/ADJ Faculty Materials Review and Open Lab Activity Observation (continued)

Open Lab Activity Observation

The following items should be referred to objectively during the observation. If the observation does not include all of the items, use the "Unable to Assess item."

Open Lab Activity Observation:	Strongly Agree	Agree	Disagree	Strongly Disagree	Unable to Assess	Comments
<b>Structure and Goals:</b>						
1. Activity shows clear signs of planning and organization.	○	○	○	○	○	
2. Multiple informative elements (i.e.. discussion, handouts, technology) are used, if appropriate.	○	○	○	○	○	
3. When multiple informative elements are used, they are effectively integrated.	○	○	○	○	○	
4. Time is used effectively.	○	○	○	○	○	
5. Faculty member maintains learning environment.	○	○	○	○	○	
6. Presentation is clear, and transitions between topics are effective.	○	○	○	○	○	
<b>Behaviors:</b>						
7. Delivery is effective and understandable.	○	○	○	○	○	
8. Faculty maintains effective eye contact.	○	○	○	○	○	
9. Oral delivery is clear and easy to follow.	○	○	○	○	○	
10. Rate and tone of oral delivery are effective.	○	○	○	○	○	
11. Faculty exhibits a poised demeanor.	○	○	○	○	○	
12. Faculty member is enthusiastic and excited about his/her professional assignment and content.	○	○	○	○	○	

G/ADJ Faculty Materials Review and Open Lab Activity Observation (continued)

Open Lab Activity Observation:	Strongly Agree	Agree	Disagree	Strongly Disagree	Unable to Assess	Comments
13. Language used is understandable and appropriate level for the student.	○	○	○	○	○	
<b>Faculty and Student Rapport:</b>						
14. Faculty member is approachable.	○	○	○	○	○	
15. Faculty treats students equitably.	○	○	○	○	○	
16. Questions are encouraged.	○	○	○	○	○	
17. Questions are answered clearly.	○	○	○	○	○	
18. Faculty member and student(s) demonstrate respect for each other.	○	○	○	○	○	
<b>Professional Expertise:</b>						
19. Faculty member demonstrates adequate, up-to-date knowledge of the topics discussed.	○	○	○	○	○	
20. Material is appropriate for setting and student level.	○	○	○	○	○	

21. What specific strengths did you identify in this faculty member?

22. Please list any specific changes needed to strengthen this faculty member's effectiveness.

23. List any other suggestions for improvement.

24. Other comments or suggestions?

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*Materials Review and Open Lab Activity Observation Assessment*

Satisfactory

Needs Improvement

Unsatisfactory

Evaluator's Signature	Date
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**Thank you for your participation.**



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**Article 7 - Form H/ADJ**

- Bakersfield College
- Cerro Coso College
- Porterville College

## KCCD Adjunct Faculty Evaluation Student Evaluation for Open Lab Faculty

Instructor's Name		
Course	CRN	Date

*Please fill out this brief, anonymous survey and return to \_\_\_\_\_*  
*This information is confidential and your responses will be anonymous. FILL IN THE ENTIRE CIRCLE THAT CORRESPONDS TO YOUR ANSWER FOR EACH QUESTION. ERASE MARKS COMPLETELY TO MAKE A CHANGE.*

	Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree	Not applicable
1. The instructor was familiar with the content of the course in which I am enrolled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The instructor exhibited good communication and listening skills.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The instructor used sufficient examples to help get the points across.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The instructor emphasized points in a way that will help me remember them.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The instructor encouraged questions and answered them clearly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The instructor provided information in a clear and understandable manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The instructor offered alternative learning methods to help me meet the course goals when appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The instructor respects diverse cultural backgrounds and students with disabilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. The instructor treated me with courtesy and respect.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. I would feel comfortable seeking this instructor's help again.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**COMMENTS SECTION**

11. What specific changes could this instructor make to help future students succeed in this course?

12. List specific course activities that have helped you learn the most.

13. Other comments.

**Thank you for your participation.**



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**Article 7 - Form I/ADJ**

- Bakersfield College
- Cerro Coso College
- Porterville College

**KCCD Adjunct Faculty Evaluation  
Student Consent Form for  
Observation of Faculty/Student Interaction**

*The following adjunct faculty member, \_\_\_\_\_, is currently undergoing an evaluation process, and needs to be observed while performing professional duties, including individualized meetings with students. You have been chosen to participate as a student who may allow this observation to take place during your meeting today.*

*I, \_\_\_\_\_, extend to the Adjunct Faculty Evaluation Team my permission to observe a meeting between me and \_\_\_\_\_ as it relates to his/her adjunct faculty evaluation. I understand that all information about me will be held in strict confidence, and that I am free to revoke this consent at any time.*

Permission to observe:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Permission denied or revoked:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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**Article 7 - Form J/ADJ**

- Bakersfield College
- Cerro Coso College
- Porterville College

## KCCD Adjunct Faculty Evaluation Observation for Counseling/Non-Instruction Activity

Evaluatee	Evaluator	
Type of Session	Date	

*The following items should be referred to objectively after observing the faculty member in the activity indicated above. In some circumstances observation will not include all of the items; at this time you should use the "Unable to Assess" choice.*

	Strongly Agree	Agree	Disagree	Strongly Disagree	Unable to Assess	Comments
<b>Structure and Goals:</b>						
1. Activity shows clear signs of planning and organization.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Multiple informative elements (i.e. discussion, handouts, technology) are used, if appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. When multiple informative elements are used, they are effectively integrated.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. Time is used effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5. Faculty member maintains learning environment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6. Presentation is clear, and transitions between topics are effective.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Behaviors:</b>						
7. Delivery is effective and understandable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8. Faculty maintains effective eye contact.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9. Oral delivery is clear and easy to follow.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10. Rate and tone of oral delivery are effective.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11. Faculty exhibits a poised demeanor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
12. Faculty member is enthusiastic and excited about his/her professional assignment and content.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Adjunct Faculty Observation for Counseling/Non-Instructional Activity (continued)

	Strongly Agree	Agree	Disagree	Strongly Disagree	Unable to Assess	Comments
13. Language used is understandable and appropriate level for the student.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Faculty and Student Rapport:</b>						
14. Faculty member is approachable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
15. Faculty treats student(s) equitably.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
16. Faculty member discusses academic needs, goals, information, and ideas with student(s).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
17. Questions are encouraged.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
18. Questions are answered clearly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
19. Faculty member and student(s) demonstrate respect for each other.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Professional Expertise:</b>						
20. Faculty member demonstrates adequate, up-to-date knowledge of the topics discussed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
21. Material is appropriate for setting and student level.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

22. What specific strengths did you identify in this faculty member?

23. Please list any specific changes needed to strengthen this faculty member's effectiveness.

24. List any other suggestions for improvement.

24. Other comments or suggestions?





**Overall Observation Assessment**

- Satisfactory       Needs Improvement       Unsatisfactory

Evaluator's Signature	Date
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**Thank you for your participation.**



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**Article 7 - Form K/ADJ**

- Bakersfield College
- Cerro Coso College
- Porterville College

## KCCD Adjunct Faculty Evaluation Student Evaluation for Counseling Faculty

Faculty's Name	Date
Faculty's Role	

Please fill out this brief, anonymous survey and return it to \_\_\_\_\_. Do not include your name and please do not fold this page.

*FILL IN THE ENTIRE CIRCLE THAT CORRESPONDS TO YOUR ANSWER FOR EACH QUESTION. ERASE MARKS*

**Please indicate how much you agree or disagree with each of the following statements regarding today's counseling session.**

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable
1. The counselor is approachable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The counselor conducted the session in a professional manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The counselor exhibited good communication and skills.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The counselor is organized.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The counselor is knowledgeable about programs, services, and transfer requirements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The counselor demonstrates concern for me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The counselor helps me reach my educational goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. I believe the counselor is concerned with my success.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. The counselor treated me with courtesy and respect.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Information was provided in a clear and understandable manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. I would recommend this counselor to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. In the space below, please add any relevant comments that you have regarding your experiences with this counselor.

**Thank you for your participation.**



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**Article 7 - Form L/ADJ**

- Bakersfield College
- Cerro Coso College
- Porterville College

## KCCD Adjunct Faculty Evaluation Student Evaluation for Non-Instructional Faculty

Faculty's Name	Date
Faculty's Role	

*This is an anonymous form, do not write your name on it.*

*Please fill out this brief, anonymous survey and return it to \_\_\_\_\_*

<b>In my experience this Faculty member:</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Neither Agree nor Disagree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>Don't Know</b>
1. Conducted the session in a professional manner.	○	○	○	○	○	○
2. Exhibited good communication skills.	○	○	○	○	○	○
3. Demonstrated concern for me.	○	○	○	○	○	○
4. Provided information in a clear and understandable manner.	○	○	○	○	○	○
5. Demonstrated respect toward me.	○	○	○	○	○	○
6. Conducted the session in an organized and efficient manner.	○	○	○	○	○	○

7. What specific changes could this instructor make to help future students succeed?

8. List specific activities that have helped you the most.

9. Please share any other comments you may have.

**Thank you for your participation.**



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**Article 7 - Form M/ADJ**

- Bakersfield College
- Cerro Coso College
- Porterville College

## KCCD Adjunct Faculty Evaluation Observation for Library Faculty

Evaluee	Evaluator
Date	Check the activity below that was observed: <input type="checkbox"/> Student Interaction <input type="checkbox"/> Workshop <input type="checkbox"/> Orientation <input type="checkbox"/> Other _____

The following items should be referred to objectively after observing the faculty member in the activity indicated above. In some circumstances observation will not include all of the items; at this time you should use the "Unable to Assess" choice.

	Strongly Agree	Agree	Disagree	Strongly Disagree	Unable to Assess	Comments
<b>Reference assistance/one-on-one library instruction:</b>						
1. Determines student's research needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Gives clear and thorough instructions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. Demonstrates currency & knowledge of library resources.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. Uses appropriate sources.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Group instruction:</b>						
5. Presents material effectively using varied formats.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6. Content is well organized.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7. Material appropriate to group or assignment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Interactions with students:</b>						
8. Approachable/friendly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9. Treats students with respect.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10. Provides opportunity for questions and student engagement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11. Respects diverse cultural backgrounds and students with disabilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Professional assignments</b>						
12. Completes assignments on schedule.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
13. Implements projects that contribute to library development (booklists, reclassification, etc.).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Adjunct Faculty Observation for Library Faculty (continued)

	Strongly Agree	Agree	Disagree	Strongly Disagree	Unable to Assess	Comments
14. Participates in collection development.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
15. Demonstrates currency and depth of knowledge in librarianship.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
16. Shares in departmental workload.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
17. Participates on campus committees and governance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
18. Works with faculty in developing library activities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
19. Acts as a library liaison to assigned departments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
20. Participates in offsite activities that promote the library.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

21. What specific strengths did you identify in this faculty member?

22. Please list any specific changes needed to strengthen this faculty member's effectiveness.

23. List any other suggestions for improvement.

24. Other comments or suggestions?



**Overall Observation Assessment**

Satisfactory       Needs Improvement       Unsatisfactory

Evaluator's Signature	Date
-----------------------	------



**Thank you for your participation.**



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**Article 7 - Form N/ADJ**

- Bakersfield College
- Cerro Coso College
- Porterville College

## KCCD Adjunct Faculty Evaluation Student Evaluation for Library Faculty

Librarian's Name	Date
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Please fill out this brief, anonymous survey and return it to \_\_\_\_\_

**Please indicate how much you agree or disagree with each of the following statements regarding your experience in the library.**

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Don't Know
1. The librarian was helpful to me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Information was provided in a clear and understandable manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. I was satisfied with the service the librarian gave me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. I would ask for help from this librarian again.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The librarian was interested in explaining how to use the library resources.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. This experience has made me want to learn more about the library.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. I felt the librarian treated me with courtesy and respect	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. What did the librarian do that helped you?

9. What, if anything, could they have done to help you more?

**Thank you for your participation in this survey.**



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**Article 6 - Form O/ADJ**

- Bakersfield College
- Cerro Coso College
- Porterville College

## Adjunct Faculty Evaluation Faculty Director Evaluation

Evaluee	Evaluator	Date
Evaluee Job Title		

*Rate the performance for each responsibility identified with regard to the director's job description. In some circumstances the responsibility may not apply or you may not be able to assess it. In this circumstance, please rate the item as "Not Applicable/Unable to Assess."*

	Strongly Agree	Agree	Not Applicable/ Unable to Assess	Disagree	Strongly Disagree
<b>Leadership:</b>					
1. Serves as the primary communicator for the area of responsibility.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Encourages area faculty and staff participation in college governance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Maintains cooperative working relationships within the campus and community.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Identifies student needs and recommends strategies for meeting identified needs, in collaboration with area faculty.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Develops and follows area procedures.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Encourages area participation in grant, special project, and categorical activities, where appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Conducts meetings for the area of responsibility as appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Curriculum and Programs</b>					
8. Encourages and supports curriculum development and innovation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Coordinates the preparation and review of new course outlines and catalog information.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Implements curriculum review/renewal process.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Implements and participates in program review process.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Develops area schedule.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Adjunct Faculty, Faculty Director Evaluation (continued)

	Strongly Agree	Agree	Not Applicable/ Unable to Assess	Disagree	Strongly Disagree
13. Participates in articulation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Participates in Educational Master Plan development.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. Monitors student enrollment and implements appropriate measures.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Personnel:</b>					
16. Participates in recruiting and selecting area faculty and staff.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. Coordinates area orientation for new faculty and staff.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. Participates in area faculty evaluations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. Coordinates area adjunct faculty evaluations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. Participates in area staff evaluations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. Participates in the resolution of conflicts between faculty, staff, and students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Fiscal:</b>					
22. Develops area budget collaboratively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23. Manages area budget.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24. Advocates for the area in the development of the college budget.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25. Advocate for funding from external agencies, where appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Administrative:</b>					
26. Works to promote area instructional and student services programs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
27. Ensures, where applicable, that advisory committees are formed, convened, and have appropriate community and college representation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
28. Monitors operations and physical resources.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
29. Oversees inventory and equipment lists.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
30. Meets prescribed faculty director timelines.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
31. Meets prescribed timelines for reports to external agencies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please complete the open ended questions on the next page.



Adjunct Faculty, Faculty Director Evaluation (continued)

32. What specific strengths did you identify in this faculty director?

33. Please list any specific changes needed to strengthen this faculty director's effectiveness.

34. List any other suggestions for improvement.

35. Other comments or suggestions?

**Overall Assessment**

Satisfactory       Needs Improvement       Unsatisfactory

Evaluator's Signature	Date
-----------------------	------

Thank you for your participation.



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**Article 7 - Form P/ADJ**

- Bakersfield College
- Cerro Coso College
- Porterville College

**KCCD Adjunct Faculty Evaluation  
Faculty Service Survey**

Faculty/Community <b>To:</b>	Leadership Position
<b>From:</b> Adjunct Faculty Evaluation Committee	Date
<b>Subject:</b> Adjunct Faculty Service Evaluation	
Evaluation of Adjunct Faculty Service For	Dates of Services Beginning _____ Ending _____

**The adjunct faculty evaluation committee is currently evaluating \_\_\_\_\_ . The evaluation committee would like to ask your help in assessing his/her contribution to the KCCD community from the unique perspective you provide in the capacity listed above. Responses in any or all of the following categories are optional. Please return this form to the person who sent it to you. Thanks for your help!**

	Strongly Agree	Agree	Disagree	Strongly disagree	Not Applicable
1. Attends meetings of the above group regularly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Contributes to the overall efficacy of the above group.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Deals in a professional manner with colleagues.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. What positive contributions has this individual made?

5. What, if anything, could this person do to contribute more?

*Comments (feel free to attach additional comments)*

Adjunct Faculty's Signature	Date
Position	

**Thank you for your participation in this survey.**



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**Article 7 - Form Q/ADJ**

- Bakersfield College
- Cerro Coso College
- Porterville College

## KCCD Adjunct Faculty Evaluation Administrative Assessment Review

Evaluatee				Date
Department/Division/Area			Educational Administrator	
Evaluation Categories	Satis- factory	Requires Improve- ment	Unsatis- factory	Remarks or suggestions for improvement (Required for any area evaluated as "Requires Improvement" or "Unsatisfactory")
A. Adheres to district & campus policies				
B. Responds to students and colleagues in a timely manner				
C. Communicates with students and staff in a professional manner				
D. (For applicable programs only) Complies with any vocational or licensing board mandates.				
GENERAL COMMENTS:				
Educational Administrator's Signature				Date
Title				



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**Article 7 - Form R-1/ADJ**

- Bakersfield College
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- Porterville College

**KCCD Adjunct Faculty Evaluation  
Special Evaluation Plan**

Faculty Member's Name	Date
Assigned Department/Program	

Enumerated Deficiencies:

---

Special Plan and Timeline

---

Measures for determining performance improvement

---

List the agreed upon evaluation instruments to be used.

- Student Evaluation
- Observation
- Other (specify)

**Committee Signatures (developed in consultation with committee and evaluatee)**

Faculty Chair/Designee	Date	Faculty Evaluator ( <i>department/division chosen</i> )	Date
Faculty Evaluator ( <i>evaluatee chosen</i> )	Date	Educational Administrator/Designee	Date

*I certify that this special evaluation plan has been discussed with me and that I am aware it will be placed in my official personnel file. I understand my signature does not necessarily indicate agreement. I also understand I have ten (10) working days to respond to any material in this report and that my response will be attached to this report.*

Evaluatee Signature	Date	Comments
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**Article 7 - Form R-2/ADJ**

- Bakersfield College
- Cerro Coso College
- Porterville College

## KCCD Adjunct Faculty Evaluation Special Evaluation Plan Report

Summarize the evidence from the special evaluation plan.

Committee Recommendation upon conclusion of the special evaluation.

- Re-hire**
- Not Re-hire**

**Committee Signatures**

Faculty Chair/Designee	Date	Faculty Evaluator <i>(department/division chosen)</i>	Date
Faculty Evaluator <i>(evaluee chosen)</i>	Date		
Educational Administrator	Date		

*I certify that this report has been discussed with me and that I am aware it will be placed in my official personnel file. I understand my signature does not necessarily indicate agreement. I also understand I have ten (10) working days to respond to any material in this report and that my response will be attached to this report.*

Evaluee Signature	Date	Comments
Educational Administrator Signature	Date	Comments
Vice President or Designee Signature	Date	<b>Comments</b>
College President or Designee Signature	Date	<b>Comments</b>
Chancellor/Designee Signature	Date	<b>Comments</b>



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**Article 7 - Form S-1/ADJ**

- Bakersfield College
- Cerro Coso College
- Porterville College

**KCCD Adjunct Faculty Evaluation  
 Re-Evaluation Plan**

Faculty Member's Name	Date
Assigned Department/Program	

Enumerated Deficiencies:

---

Re-evaluation Plan and Timeline

---

Measures for determining performance improvement

---

List the agreed upon evaluation instruments to be used.

- Student Evaluation
- Observation
- Other (specify)

<b>Committee Signatures (developed in consultation with committee and evaluatee)</b>			
Faculty Chair	Date	Faculty Evaluator ( <i>faculty chair chosen</i> )	Date
Faculty Evaluator ( <i>evaluatee chosen</i> )	Date	Evaluatee	Date
Educational Administrator	Date	Approval of Plan by the Vice President	Date



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**Article 7 - Form S-2/ADJ**

- Bakersfield College
- Cerro Coso College
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## KCCD Adjunct Faculty Evaluation Re-Evaluation Plan Report

Summarize the evidence from the re-evaluation plan.

**Committee Recommendation upon conclusion**

- Retain due to successful remediation
- Terminate

**Committee Signatures**

Faculty Chair	Date	Faculty Evaluator <i>(faculty chair chosen)</i>	Date
Faculty Evaluator <i>(evaluee chosen)</i>	Date		
Educational Administrator	Date	Approval of Plan by Vice President	Date
<i>I certify that this report has been discussed with me and that I am aware it will be placed in my official personnel file. I understand my signature does not necessarily indicate agreement. I also understand I have ten (10) working days to respond to any material in this report and that my response will be attached to this report.</i>			
Evaluee Signature	Date	Comments	
Educational Administrator Signature	Date	Comments	
College President or Designee Signature	Date	<b>Comments</b>	
Chancellor/Designee Signature	Date	<b>Comments</b>	