

2100 Chester Avenue Bakersfield, CA 93301-4099 (661) 336-5100

Article	6 -	<ul><li>Form</li></ul>	B	/FT
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	Bakersfield College
	Cerro Coso College
$\exists$	Porterville College

## KCCD Full-time Faculty Evaluation Materials Review and Classroom Instruction Observation

Evaluee		Evaluator	
Course	CRN		Date
Topic for the Day			
☐ Mode A Year 1 ☐ Mode B	☐ Mode A Year 2 ☐ Mode C	☐ Mode A Year 3 ☐ Temporary Faculty	☐ Mode A Year 4 ☐ COF Faculty

#### 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
Cor	urse Organization:						
1.	The syllabus describes the course content.	О	О	О	О	0	
2.	The syllabus includes an outline or calendar of topics to be covered, in a logical sequence.	О	О	0	0	О	
3.	Time given to course topics and assignments is appropriate.	0	О	О	О	0	
4.	The syllabus effectively describes student assignments, grading criteria, course policies.	О	О	0	0	О	
5.	The faculty member's expectations and policies are appropriate for the course level.	0	О	0	0	0	
6.	The syllabus states availability of accommodations for students with disabilities.	0	O	0	0	0	
7.	The assignments and assessment activities reflect course goals.	0	О	О	О	0	

**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					Unable	
	Observation:	Strongly Agree	Agree	Disagree	Strongly Disagree	to Assess	Comments
Str	ructure and Goals:						
1.	Activity shows clear signs of						
	planning and organization.	O	О	О	О	О	
2.	Multiple instructional						
	elements (e.g. lecture,						
	handouts, technology) are						
	used, if appropriate.	O	O	О	О	O	
3.	When multiple instructional						
	elements are used, they are	0	О	О	0	О	
	effectively integrated.	U		0	U	U	
4.	Class time is used	0	0	0	0	0	
	effectively.	О	О	О	О	О	
5.	Faculty creates a learning	0		0	0	0	
	environment.	О	О	О	О	О	
6.	Presentation is clear, and						
	transitions between topics						
	are effective.	O	О	О	О	О	
Be	haviors:						
7.	Delivery is effective and	-					
	understandable.	O	О	О	О	О	
8.	Faculty maintains effective						
0.	eye contact.	O	О	О	O	О	
9.	Oral delivery is clear and		_				
	easy to follow.	О	О	О	О	О	
10	Rate and tone of oral	0		0			
10.	delivery are effective.	О	О	О	О	О	
11	Faculty exhibits a poised			0	Ü		
11.	demeanor.	О	О	О	О	О	
12	Faculty is enthusiastic about	0					
12.	course content.	О	О	О	О	О	
13	Language used is	0		- U	0		
13.	understandable and at the						
	appropriate level for the						
	course.	O	O	О	0	O	
For	culty and Student Rapport:	<u> </u>					
	Faculty treats students						
17.	equitably.	О	О	О	О	О	
15	Students are attentive.	0	0	0	0	0	
	Questions are encouraged.	0	0	0	0	0	
	Questions are answered	U	0			<u> </u>	
1/.	=	О	О	О	О	О	
10	clearly. Faculty and students	U	U		U	U	
10.							
	demonstrate respect for each	0					
	other.	О	O	О	О	O	

## B/FT Faculty Materials Review and Classroom Instruction Observation (continued)

Classroom Instruction Observation:	Strongly Agree	Agree	Disagree	Strongly Disagree	Unable to Assess	Comments
<b>Professional Expertise:</b>						
19. Faculty demonstrates						
adequate and up-to-date						
knowledge of the topics						
presented.	O	O	O	О	0	
20. Material is appropriate for						
setting and course level.	0	О	O	0	О	

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

Thank you for your participation.

3/2011 DO/HR

Records Retention Code—Class 1, Permanent Records



Article 7 - Form B/ADJ

	Bakersfield College
	Cerro Coso College
T	Porterville College

2100 Chester Avenue Bakersfield, CA 93301-4099 (661) 336-5100

# KCCD Adjunct Faculty Evaluation Materials Review and Classroom Instruction Observation

Evaluee		Evaluator	
Course	CRN		Date
Topic for the Day			I

#### 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
Cor	urse Organization:						
1.	The syllabus describes the course content.	О	О	О	О	О	
2.	The syllabus includes an outline or calendar of topics to be covered, in a logical sequence.	О	О	0	O	O	
3.	Time given to course topics and assignments is appropriate.	0	О	О	О	0	
4.	The syllabus effectively describes student assignments, grading criteria, course policies.	О	О	О	0	О	
5.	The faculty member's expectations and policies are appropriate for the course level.	0	О	0	0	0	
6.	The syllabus states availability of accommodations for students with disabilities.	0	О	0	0	0	
7.	The assignments and assessment activities reflect course goals.	0	О	О	О	0	

**Summary Comments of Materials Review:** 

B/ADJ Faculty Materials Review and Classroom Instruction Observation (continued)

### 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	Comments
C4	- Arms and Carlos					Assess	
_	ucture and Goals:						
1.	Activity shows clear signs of						
_	planning and organization.	0	О	О	О	O	
2.	Multiple instructional						
	elements (e.g. lecture,						
	handouts, technology) are	0					
	used, if appropriate.	0	О	О	О	0	
3.	When multiple instructional						
	elements are used, they are	О	О	О	О	O	
_	effectively integrated.						
4.	Class time is used	О	О	О	О	O	
	effectively.						
5.	Faculty creates a learning	O	О	О	0	О	
	environment.	-	_			_	
6.	Presentation is clear, and						
	transitions between topics	О	O	О	0	O	
	are effective.			- C			
	naviors:						
7.	Delivery is effective and	О	О	О	О	O	
	understandable.			Ü	Ŭ	0	
8.	Faculty maintains effective						
	eye contact.	О	O	О	О	0	
9.	Oral delivery is clear and						
	easy to follow.	О	O	О	О	0	
10.	Rate and tone of oral						
	delivery are effective.	О	O	0	О	0	
11.	Faculty exhibits a poised						
	demeanor.	О	O	0	О	O	
12.	Faculty is enthusiastic about						
	course content.	O	O	О	O	0	
13.	Language used is						
	understandable and at the						
	appropriate level for the						
	course.	O	O	О	O	0	
Fac	culty and Student Rapport:	· ·					
14.	Faculty treats students						
	equitably.	O	О	О	0	O	
15.	Students are attentive.	0	0	0	0	0	
16.	Questions are encouraged.	0	О	О	О	О	
17.	Questions are answered						
	clearly.	O	O	О	О	O	
18.	Faculty and students						
	demonstrate respect for each						
	other.	O	O	О	О	O	

B/ADJ Faculty Materials Review and Classroom Instruction Observation (continued)

Classroom Instruction Observation:	Strongly Agree	Agree	Disagree	Strongly Disagree	Unable to Assess	Comments
Professional Expertise:						
19. Faculty demonstrates adequate and up-to-date knowledge of the topics presented.	0	O	0	О	0	
20. Material is appropriate for setting and course level.	0	0	0	0	0	

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

Thank you for your participation.

Records Retention Code—Class 1, Permanent Records