

## Appendix C Faculty Evaluation Guide and Form

<b>Full Name:</b>	<b>Division:</b>
<b>Rank:</b>	<b>Academic Year:</b>
<b>Date Form Submitted:</b>	<b>Evaluator:</b>

### Section I: Faculty Evaluation Guide Instructions

This Guide should be used to complete the Faculty Evaluation Form in Section II, below. As used in this Guide, “BEDI” means Belonging, Equity, Diversity, and Inclusion.

#### Category A Demonstrated Teaching Effectiveness

Describe your performance in the areas identified, below, with particular emphasis on engagement in continuous improvement toward excellence in BEDI; innovation; and student academic development, retention, and completion. Contextualized Student feedback may be considered.

- A) Course Design – A representative sampling of course materials from one course taught during the academic year to provide evidence of how you meet one or more course outcomes or objectives. This may include creative or innovative ways that you meet one or more outcomes or objectives, modalities, or course offerings.
  
- B) Pedagogy
  - 1. *Provide evidence of effective pedagogy to meet stated course learning outcomes and objectives.*
    - Describe examples of teaching techniques, materials used or developed, including new techniques, specific activities aimed at retention and completion, and BEDI practices in pedagogy.
    - May refer to student feedback data.
  
  - 2. *Demonstrate evidence of a student-centered learning environments.*
    - Describe examples of group projects, student presentations, or other teaching activities.
  
- C) Assessment of Student Learning

*Provide evidence of active participation in the assessment of student learning,*

*including the implementation of changes to improve student learning.*

- Describe the assessment project(s) individually for your classes, or globally for Gen Ed or Program Learning Outcomes.

**Category B**  
**Demonstrated Professional Development**

Describe your formal and informal professional development activities related to continuous improvement in teaching effectiveness, with an emphasis in BEDI; innovation; and student academic development, retention, and completion. This does not have to be an exhaustive list but is meant to focus on highlights since your last evaluation.

**A) Provide evidence of continued education in the subject area. Examples include:**

- Degrees earned and in progress, certifications or licenses earned, courses taken for credit, workshops, webinars, conferences, professional meetings,
- Book reviews completed in your subject area,
- Research completed for program review or other purposes, and
- Site visits made for purpose of keeping current in your field.

**B) Provide evidence of involvement in college workshops or developmental activities.**

- List titles and dates of college workshops, training, and developmental activities attended.

**C) Describe presentations at area conferences, workshops, or faculty development activities.**

- List titles, dates, and events of presentations to division meetings, Faculty Forum, College Board of Trustees meetings, FCTE event, or faculty development event.
- List titles, dates, and events of presentations to off-campus meetings, professional group meetings, or area conferences (related to your subject area(s)).

**D) Demonstrate contributions to the professional community (authoring of book or articles; holding offices; consulting; receiving awards/honors; presentations to professional, national, or discipline-related conferences).**

**Category C**  
**Demonstrated Leadership (if applicable)**

Describe your leadership activities related to your teaching assignment and BEDI; innovation; and student academic development, retention, and completion. Examples of demonstrated leadership in your instructional field may include leading collaborative work (such as writing

textbooks or OERs with a collective group), appropriate elected/appointed internal or external leadership roles in professional and community organizations, and leading organized student activities.

- A) *Provide evidence of active leadership on division, faculty, and college committees including program advisory committee.*
  - Describe any leadership responsibilities you had while serving on any of the above committees.
- B) *Provide evidence of active leadership on State, regional, and/or national committees.*
- C) *Demonstrate added value to the College community, including students, through leadership influence.*
- D) *Demonstrate mentoring of Faculty and students.*

**Category D**  
**Demonstrated Service to Delta College**

Describe your service to Delta College emphasizing BEDI; innovation; and student academic development, retention, and completion; active participation on division, faculty, and college committees including program advisory committee; active participation in program and /or College accreditation processes and Program Review processes; and involvement in student and/or College-related community activities. This is not an exhaustive list but is meant to focus on highlights since your last evaluation.

- A) *Provide evidence of active participation in program and /or College accreditation processes and Program Review processes.*
- B) *Provide evidence of service with community entities to promote Delta College.*
- C) *Provide evidence of involvement in student and/or College-related community activities.*
- D) *Provide evidence of active participation on division, Faculty, and college committees including program advisory committees.*

**Category E**  
**Demonstrated Collegiality and Collaboration**

Describe your collegiality and collaboration with Delta College employees. This is not an exhaustive list but is meant to focus on highlights since your last evaluation.

- A) *Demonstrate evidence of collegiality with Delta College Faculty and staff colleagues.*