



Non-contract (*Part-time*) Unit Member Evaluation Packet

This packet is designed to assist you in completing the process of unit member evaluations per FARSCCD contract, Article 8 - Section 8.7 which primarily address *non-contract* (part-time) unit member evaluation procedures.

Non-contract Unit Members (Part-time) Evaluation Instructional/Worksite Observation Criteria

Depending on the unit member role there are 2 forms to select from included in this packet:

1. Unit member : Instructional Assignments
 - a. Use the classroom observation report for on campus classes.
 - b. Use the DE Evaluation for online/hybrid classes.
2. Unit member : Non-Instructional Assignments (counselors, coordinators, librarians, health services and DSPS unit member)
 - a. Use the worksite observation report

The following criteria are provided to assist the evaluator in the preparation of the observation report. Effective performance may include, but is not limited to, the following:

Currency and Depth of Knowledge

- Provides instruction consistent with the Course Outline of Record.
- Creates an environment conducive to discussion, analysis, and critical thinking

Methods and Techniques of Instruction/Responsiveness to Students

- Provides organized and effective delivery of instruction.
- Remains courteous and approachable by students.
- Stimulates student participation.
- Engages with students and encourages all to respect the opinions of others.
- Shows enthusiasm for the subject matter.
- Uses effective motivation to create desire in students to learn the subject/skill(s).
- Employs a variety of instructional materials.
- Makes effective use of teaching aids and materials, including visual, audio and various modalities.
- Demonstrates respect for students in general, creating a learning environment that is conducive to learning, setting up an atmosphere of trust and sensitivity.
- Evidence of understanding of Diversity, Equity, Inclusion, and Accessibility (DEIA) that enhances the educational experience for students.

Organization Skills

- Plans for and is well prepared to teach.
- Observes appropriate safety protocols.
- Manages student conduct to avoid disruption.
- Arrives on time and holds class for the assigned time.
- Provides sufficient time for responses to and from students.
- Utilizes group/individual activities that contribute to learning.

Relevance of Laboratory to Class Objectives: Safety of Students and Aides

- Maintains a safe learning environment.
- Aligns student laboratory assignments to the Course Outline of Record.

Professional Responsibilities/Professionalism and Civility – to be completed by the administrative supervisor

- Submits required materials (course syllabi, rosters, grades) in a timely manner
- Assesses effectiveness of student learning
- Participates in flex and other professional responsibilities as required
- Treats colleagues and students with respect and complies with the district civility code.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Non-contract Unit member *(Part-time)* Evaluation
Instructional Observation Report

Name: _____
(Please print unit member member's name)

Date: _____
(Date of observation)

Unit Member's Employee ID #: _____

Site: _____

Class: _____
(Include class number & title)

I. Currency and Depth of Knowledge:	<u>Check one:</u> Outstanding Meets expectations Needs Improvement* Unsatisfactory*
II. Methods and Techniques of Instruction/Responsiveness to Students:	<u>Check one:</u> Outstanding Meets expectations Needs Improvement* Unsatisfactory*
III. Organizational Skills:	<u>Check one:</u> Outstanding Meets expectations Needs Improvement* Unsatisfactory*
IV. Relevance of Laboratory to Class Objectives/Safety of Students and Aides:	<u>Check one:</u> Outstanding Meets expectations Needs Improvement* Unsatisfactory*
V. Professional Responsibilities and/or Professionalism and Civility: <u>(to be completed by the administrative supervisor)</u>	<u>Check one:</u> Outstanding Meets expectations Needs Improvement* Unsatisfactory*

** Does not meet Expectations: Comments regarding performance that does not meet expectations should include specific citations of weakness. Specific recommendations for improvement should be included in the FPIP.*

Strengths Observed (Narrative Required):
Suggestions for Improvement (Narrative Required):

Observer (please print): _____ Date: _____

Signature: _____

Dean (please print): _____ Date: _____

Signature: _____

Unit Member (please print): _____ Date: _____

Signature: _____

Note: Per Article 8.3.E, my signature indicates that I have read this report but does not necessarily indicate that I agree with it. I understand that I must respond in writing within 15 working days in order for the response to become part of the official evaluation.

Original – Return to Supervising Administrator (Submit to Human Resources Department)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Non-contract Unit member (*Part-time*) Evaluation
Worksite Observation Report

Name: _____
(Please print unit member member's name)

Date: _____
(Date of observation)

Unit member Member's Employee ID #: _____

Site: _____

Worksite: _____

I. Currency and Depth of Knowledge:	<u>Check one:</u> Outstanding Meets expectations Needs Improvement* Unsatisfactory*
II. Methods of Student Support Practices /Responsiveness to Students:	<u>Check one:</u> Outstanding Meets expectations Needs Improvement* Unsatisfactory*
III. Organizational Skills:	<u>Check one:</u> Outstanding Meets expectations Needs Improvement* Unsatisfactory*
IV. Professionalism and Civility:	<u>Check one:</u> Outstanding Meets expectations Needs Improvement* Unsatisfactory*
V. Professional Responsibilities: <u>(to be completed by the administrative supervisor)</u>	<u>Check one:</u> Outstanding Meets expectations Needs Improvement* Unsatisfactory*

** Does not meet Expectations: Comments regarding performance that does not meet expectations should include specific citations of weakness. Specific recommendations for improvement should be included in the FPIP.*

Strengths Observed (Narrative Required):
Suggestions for Improvement (Narrative Required):

Observer (please print): _____ Date: _____

Signature: _____

Dean (please print): _____ Date: _____

Signature: _____

Unit Member (please print): _____ Date: _____

Signature: _____

Note: Per Article 8.3.E, my signature indicates that I have read this report but does not necessarily indicate that I agree with it. I understand that I must respond in writing within 15 working days in order for the response to become part of the official evaluation.

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