

Print Form

## Administrative Review – Teaching and Non-Teaching Faculty

Date

Unit Members Name:

Department:

Supervising Administrator:

Work Location:

Evaluation Orientation:

Evaluation Team  
Review Conference

Faculty observations were conducted by the evaluation team and are attached:

☐

Student evaluations were conducted as part of this evaluation process and are attached:

☐

### Administrative Review:

Performance Rating - Any "Needs Improvement" or "Unsatisfactory" rating will require a written explanation and a suggestion for improvement. Ratings are listed as Satisfactory, Needs Improvement and Unsatisfactory.

Begin each class session on time, prepared with appropriate materials.

Rating:

Choose an item.

Meet each class for the minimum number of scheduled minutes.

Rating: Choose an item.

Provide instruction in a manner that conforms to the Course Outline of Record.

Rating: Choose an item.

Create and share with students a course syllabus that informs students of course requirements, grading expectations and criteria, attendance requirements, and all other information found on the Academic Senate's Syllabus Checklist.

Rating: Choose an item.

Submit syllabus to Office of Instruction within first two weeks of class that meets the requirements of the Syllabus Checklist.

Rating: Choose an item.

Post and maintain office hours (at least five (5) hours per week) that are convenient for both student and Unit Member as required in section VIII.B.6. of the faculty contract.

Rating: Choose an item.

Maintain accurate and accessible student grade records and return homework/exams/outside class assignments to provide students feedback in a timely manner.

Rating: Choose an item.

Submit final grades on time while maintaining accurate student attendance records in accordance with the law.

Rating: Choose an item.

Submit positive attendance reports (if required) on time.

Rating: Choose an item.

Prepare and submit Census Rosters by District-set guidelines.

Rating: Choose an item.

Attend convocation and commencement.

Rating: Choose an item.

Attend four (4) District meetings called by the Vice President of Instruction.

Rating: Choose an item.

Serve on at least one committee as described in Section VIII.C.2 of the faculty contract.

Rating: Choose an item.

Participate in required professional development activities.

Rating: Choose an item.

Perform assigned representative duties.

Rating: Choose an item.

**Complete the following only for instructors who teach online:**

Online course content is available and accessible via approved MSJC Learning Management System.

Rating: Choose an item.

Instructor maintains regular substantive interaction via the posting of course-wide announcements, participation in discussion boards, and use of other means of communication.

Rating: Choose an item.

Course shell includes the following information: digital syllabus scheduled by the first day of course, course content for first week complete and available by the first day, MSJC e-mail account information, virtual accessibility information, scheduled times for instructor/student interaction, information regarding collection of student assignments, designated area where students can request asynchronous assistance with questions about the course

Rating: Choose an item.

**Complete the following for non-teaching faculty only:**

Observe daily work schedule

Rating: Choose an item.

Prepare for requirements of the position

Rating: Choose an item.

Communicate with instructional faculty to keep current in the needs of students in academic and career disciplines represented at the college.

Rating:

**Overall Performance Rating:**

Any "needs improvement" or "unsatisfactory" rating will require a written explanation and improvement plan.

Rating:

**Commendations/  
Recommendations:**

**Evaluation Prepared by:**

**Supervising Administrator:**

Supervising Administrator Signature: \_\_\_\_\_

Date:

**UNIT MEMBER ACKNOWLEDGEMENT:** I have read and received a copy of this evaluation. My signature below does not necessarily indicate agreement with the contents of this evaluation. I understand I have the right to make written comments regarding this evaluation which when submitted will be attached to this evaluation document.

Unit Members Name

Date:

**Unit Member Signature:**

\_\_\_\_\_