

**SBCC PART-TIME FACULTY (CREDIT AND NONCREDIT) EVALUATION CHECKLIST**

(Please also see [Educational Programs Evaluation Packet](#) and [AP 7151 Evaluation of Faculty.](#))

<b>Procedure</b> <b>(*Specified in AP 7151)</b>	<b>Date</b> <b>*from AP 7151</b>	<b>Actual Date</b>
Department Chair notified that evaluation will take place (by area dean)*	Week 1*	
Evaluatee notified that evaluation will take place (by depart. chair)*	Week 2*	
Evaluator confirmed (department chair or designee)*  (For faculty who teach online, a committee member with online experience at the District will review pedagogy used in the delivery of the online class and evaluate evidence of instructor to student interaction, student to student interaction, and student to content interaction. See Course Quality Standards in <a href="#">AP 4105</a> Distance Education.)	Before Week 7	
Evaluator's responsibilities* <input type="checkbox"/> Review most recent evaluation <input type="checkbox"/> Communicate with the evaluatee to establish a timeline in which the evaluation takes place <input type="checkbox"/> Review syllabi, and, at the discretion of the department, assignments used to determine SLOs and any other relevant course/job performance materials* <input type="checkbox"/> Review electronic survey directions (in Google folder) <input type="checkbox"/> Observe the evaluatee for at least 50 minutes* <input type="checkbox"/> Administer student surveys (or arrange with designee to do so) without the evaluatee present* <input type="checkbox"/> Email area dean administrative assistant 48 hours after administration of student surveys (report generated by dean admin)	Weeks 7-15	
Data collection* (recommend upload to Google folder): <input type="checkbox"/> Student survey results (posted in shared Google folder by dean admin) <input type="checkbox"/> Faculty Responsibilities Checklist <input type="checkbox"/> Dean's Comment Form (if applicable)* (request two weeks prior) <input type="checkbox"/> Athletic Director comments (if the evaluatee is an athletic coach and if applicable) <input type="checkbox"/> Evaluator's written comments <input type="checkbox"/> Evaluator consults with the department chair (or, if the evaluator is the department chair, with another full-time faculty member in the department or a related discipline) to determine whether the evaluation is satisfactory, needs improvement, or substandard.*	Before Week 15	
Evaluation complete <input type="checkbox"/> Signed Faculty Evaluation Summary form* <input type="checkbox"/> Evaluator gives a copy of the evaluation packet to evaluatee and submits the packet to the department chair*	By the last day of the semester*	
Department Chair submits report to area Dean*	No later than 5 business days after the semester's end*	

\*Required by AP 7151

Checklist developed and approved by the Academic Senate Fall 2018.