

Faculty Evaluation for Distance Education

Pilot Project

April 2013

The Performance Evaluation Task Force (PETF) is comprised of four faculty members, namely, Tania Beliz, College of San Mateo; Nina Floro, Skyline College; Elizabeth Terzakis and Lezlee Ware, Cañada College; Regina Stanback Stroud, President of Skyline College; and Harry Joel, Vice Chancellor – Human Resources & Employee Relations.

The PETF is charged with updating the performance evaluation procedures for all faculty including tenure track instructional faculty, tenure track non-instructional faculty, tenured instructional faculty, tenured non-instructional faculty, part-time faculty, and distance education faculty.

The PETF has agreed to conduct a pilot program for distance education faculty to be evaluated through a new peer observation form and a new student evaluation form. We will be seeking volunteer faculty who teach distance education to pilot the new evaluation tools. The evaluations will not be official evaluations and are merely for the purpose of testing how well the new tools work.

It is the intent for PETF to identify at least two distance education faculty from each of the three colleges to be reviewed in the fall 2013 and spring 2014. The preference is to have several disciplines for the pilot study. In addition, PETF will seek volunteers to conduct the peer observation using the revised form for distance education instruction. Please see attached form. The Distance Education Advisory Committee will be contacted for assistance in identifying potential faculty participants.

An orientation of the faculty being evaluated and conducting the peer observation will be held during the first week in September 2013 and the first week in April 2014. The pilot evaluations will be conducted during the subsequent two weeks in September 2013 and April 2014. The results of the evaluations will be shared by the evaluators to the PETF without the evaluated instructors' names. The faculty being evaluated also will send the student evaluation forms electronically to the distance education students for completion by the end of September 2013 and the end of April 2014. These forms will be submitted to the PETF for evaluation and determination if further revisions or modifications need to be made.

A summary of the results will be shared with all full time faculty for review and comment back to the PETF by the middle of October 2013 and subsequently in April 2014. PETF will further review the results with a Research Dean to validate the information.

Once the pilot program has been completed, the District and the AFT will negotiate how to incorporate these new forms into the collective bargaining agreement and thereby implemented for use in fall 2014.

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