



Faculty Evaluation Procedures:

What Committee Members
& Evaluatees Need to Know

Fall 2025



**Skyline
College**



Evaluation Overview

Purpose, criteria, ratings,
committee structure

Evaluation Components

Observation, questionnaire,
portfolio, assessments

Tenure-Track & Adjunct Process

Timeline details

Resources

Formal documentations and
procedures





Evaluation Overview

Purpose of the evaluation process

- Assists faculty in understanding the expectations for employment and tenure; developing skills and acquiring the experience to participate successfully in the educational process.
- Assures that students have access to the most knowledgeable, talented, creative, and student-oriented faculty available. All tenured, tenure-track, and adjunct faculty participate in evaluations. Tenure-track faculty have a four-year probationary period.
- Safeguards and assures the principles and practices of academic freedom as defined in District Policies and Procedures.
- Should assure quality of work performance and professional growth/development by providing a useful assessment of performance.

Evaluation Criteria for Faculty



- Student Relations
- Professional Responsibilities
- Evaluators, Evaluatees and Committee Members should take care to review the complete list of evaluation criteria on pages 3 and 4 of [Appendix G](#).

Evaluation Ratings



- **Exceeds Expectations (A):** Used for faculty whose performance far exceeds expectations due to exceptionally high quality of work in all essential areas of responsibility, resulting in an overall quality of work that is superior.
- **Meets Expectations (B):** Used for faculty who perform assigned responsibilities well, consistently throughout the review period.
- **Needs Improvement (C):** should be used for faculty who made a sincere effort to meet the evaluation criteria but need additional guidance to meet them successfully.
- **Unsatisfactory (D):** should be used for faculty whose performance was below standard with regard to the evaluation criteria. Steps must be taken to improve overall performance.

What do ratings mean?

- A. *Exceeds Expectations* , B. *Meets Expectations*, C. *Needs Improvement*, D. *Unsatisfactory*...how do you choose the **right** one?
 - Each individual committee member will have a slightly different understanding of what kind of work merits an A, B, C or D
- **Evaluees** should be most concerned with earning *passing marks*, i.e. a “B/Meets Expectations.” This means that they have what it takes to be a successful faculty member and will receive the next contract.
- There are no bonus points for getting an “A.”
- Evaluators / Committee members should clearly communicate to an evaluee how they view the rating system so that there are no misunderstandings if someone does not get an “A”.

Committee Structure

Evaluation Guidance Committee

- Appropriate Vice President
- Local Academic Senate President
- AFT President and/or their designee

Tenure Evaluation Committee (Tenure-Track Evaluations)

- 3 tenured faculty members from division
- Includes discipline expert
- 1 Division Dean/Admin
- 3 -members permanent, 1 rotates, Year 3-4.

Adjunct Evaluation Committee (Adjunct Evaluations)

- 1 full-time tenured faculty member from division
- 1 Division Dean/Admin
- Review cycle, every four semesters, then every six semester (after 8th semester)

Evaluation Timeline - Adjunct

Evaluation Timeline
<ul style="list-style-type: none">● 1st semester of employment● Once every 4 semesters (every 2 years)● After 8th semester, every 6 semesters (every 3 years)

Case Study (Hired in Fall 2024)	
<i>Semester</i>	<i>Evaluation</i>
Fall 2024	First Evaluation
Fall 2026	Second Evaluation
Fall 2028	Third Evaluation
Fall 2030	Fourth Evaluation
Fall 2032	Fifth Evaluation



Evaluation Components

Key components of the Tenure-Track/Adjunct Evaluation

- Classroom/Online Observation (Peer/s)
- Student Questionnaire
- Faculty Portfolio
- Mandatory Self-Assessment
- Division Dean/Responsible Administrator Observation
- Division Dean/Responsible Administrator Assessment of Non-Teaching Responsibilities

Key components of the Tenure-Track Evaluation for Faculty Coordinators

- Faculty Coordinator - Evaluation Form
- Faculty Portfolio Review
- Mandatory Self-Assessment
- Division Dean/Responsible Administrator Assessment of Non-Teaching Responsibilities

Key components of the Tenure-Track Evaluation - Counselors (Tenure-Track & Adjunct)

- Observation (Peer); Counseling Session and/or teaching (if applicable)
- Student Questionnaire
- Faculty Portfolio
- Mandatory Self-Assessment
- Division Dean/Responsible Administrator Assessment of Professional Responsibilities

Key components of the Tenure-Track Evaluation - Librarians (Tenure-Track & Adjunct)

- Observation (Peer); Instruction/Reference/Public Service
- Student Questionnaire
- Faculty Portfolio
- Mandatory Self-Assessment
- Division Dean/Responsible Administrator Assessment of Professional Responsibilities

The Observation

- The evaluator will observe and assess the performance of the evaluatee.
 - To determine whether the instructor demonstrates mastery of subject matter and proficiency in teaching.
 - Each teaching modality will be observed.
 - Familiarize yourself now with the classroom & online observation form ([see AFT 1493 website](#))



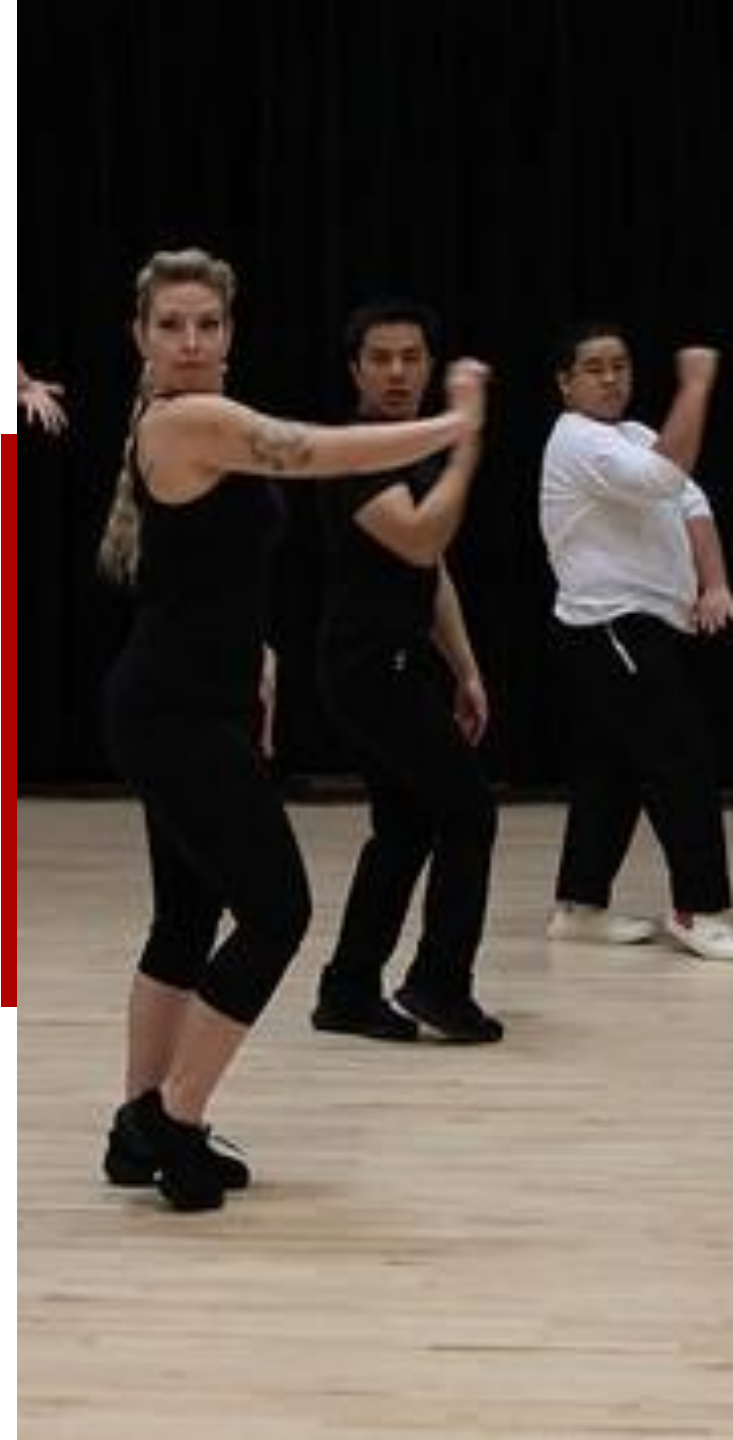
The Observation (cont)

- Observations will not take place on days of exams, student presentations, guest lectures, etc.
 - Evaluee and evaluator mutually agree on dates inappropriate for observation
 - Evaluee and Evaluator should discuss the selection of the courses to be observed, taking into consideration preps that are new and/or experimental
- Evaluators only provide limited feedback immediately after the observation.
- Within ten days after the observation(s), the evaluator will meet with the evaluee to discuss and complete the observation(s) form.



The Observation for Librarians, & Counselors

- Observations of library instruction, reference/service appointments, or counseling sessions will be scheduled.
 - Evaluee and evaluator mutually agree on dates inappropriate for observation
 - Evaluee and Evaluator should discuss the selection of the opportunities to be observed, taking into consideration sessions that are new and/or experimental
- Evaluators only provide limited feedback immediately after the observation.
- Within ten days after the observation(s), the evaluator will meet with the evaluee to discuss and complete the observation(s) form



The Observation Wrap Up

- Observation Meeting Follow-Up
 - Evaluators will meet individually with the evaluatee to discuss their observations before submitting their findings to the chair of the Tenure Evaluation Committee.
 - Evaluatee may record any unresolved disagreement with the evaluation in the “Evaluatee’s Comments” section of the Observation form.
- Signatures indicate that the observation discussion has been completed. It does not indicate “agreement” with evaluator’s assessment.



How to Observe in Canvas

For the Evaluee

- [Add course evaluators](#) to your Canvas course shell in the role of “Evaluator”
- Make students aware that an evaluator will be present in the course shell.
- Provide general guidance on course navigation & structure in Canvas.

For the Evaluator

- Accept the course invitation from your evaluee.
- Familiarize yourself with structure and navigation of the Canvas Course.
- Review the syllabus
- Use the Online Classroom Eval form to guide your review

Student Questionnaire

- Student questionnaires are anonymous.
- This semester, all questionnaires will be administered online via a link that is sent by the Division Assistant.
- In-person by request.
- The questionnaire should be administered by week 10
- The results will not be released until grades are posted. However, the evaluator will give general themes gathered from the evaluations.



The Portfolio

- Language from the contract: “The faculty member shall supply a well-organized, comprehensible, and succinct faculty portfolio in hard copy or as a PDF. See appropriate form for list of required items depending on assignment.”
 - Electronic portfolios will be accepted; Evaluee will share preferred portfolio format and give access to all committee members
 - Portfolios need not be exhaustive; samples, “greatest hits,” and representative samples only
 - Evaluee and committee will discuss ways that the the portfolio can contain all the requirements in a concise, succinct format
 - Look at previous portfolios as models
- “The intent of the Faculty Portfolio is to **assist the evaluator in understanding the instructional methodologies** being employed in the courses currently taught by the evaluee.”



The Portfolio (cont.)

- **Portfolio is due by week 11** to the evaluator (Adjunct), or the Chair of the Tenure Evaluation Committee (Tenure-Track).
- Each evaluator must conduct an independent review of the portfolio and complete a Portfolio Review Form (see the [review forms](#) for each category of faculty) for discussion with the evaluatee. When the form is completed, the evaluator will forward the form, along with any written response from the evaluatee, with all other evaluation materials to the following:
 - For Tenured-Track Faculty: the chair of the Tenure Evaluation Committee
 - For Adjunct: the responsible administrator



Portfolio Pointers: Contents

- **Course syllabi (for teaching faculty)**

- Grading policy
- Texts
- Supplemental Materials
- Expectations/Classroom Policies
- Major Assignment

- **Sample class materials (for teaching faculty)**

- Quizzes, midterm/s, other exams
- Handouts
- Assignments
- Assigned projects
- Other sample class materials (optional at the discretion of evaluatee, not evaluators)

Portfolio Pointers

- **Representative Projects**

(for coordination and other faculty roles)

Examples:

- Workshops and presentations given; consider including a videotape of a workshop a survey of the workshop participants
- Promotional or student-facing materials created
- Surveys created and result summaries
- Project development materials
- Grant proposals
- Other materials that show evidence of your work




Portfolio due date: Week 11

Mandatory Self-Assessment

- Each evaluatee must complete the Mandatory Self-Assessment
- The purpose of the Self-Assessment is to show the committee how the evaluatee engages in college service and professional development
- The **Self-Assessment is due by Week 12** of the semester when applicable.



Division Dean/Administrator Assessment/Observation



- **Facilitates the process** of forming the tenure committee and supporting the Tenure Chair in convening the first meeting prior to Week 4
- Select evaluator for adjunct evaluation with mutual agreement with the evaluatee
- **Assist the Student Questionnaires** process so that it is delivered and tabulated for the committee evaluators.
- As an Evaluator, **observe and assess the performance** of Tenure-Track evaluatees each year of the four year cycle and meet with the evaluatee to review his / her observations and recommendations.
- **Support the Committee Chair** in the compiling of a written report of the committee's assessment of the Evaluatee (to be included as part of the Tenure Evaluation Committee documentation)
- **Complete the Dean/Responsible Administrator's Assessment of Non-primary duty responsibilities forms by Week 13**

Evaluator/Committee Member Responsibilities

1. **Support the evaluee.** Help them achieve their potential
2. Support and facilitate **clear, constructive communication** that supports ongoing growth and development
3. **Honor and follow procedure.** When clarity is needed, reach out to the Faculty Evaluation Guidance committee.
4. **Schedule meetings** at the beginning of the semester, and follow up
 - a. Language of contract: “meet with the evaluee to review criteria and methods of evaluation and the timelines of the evaluation process”
 - b. Discuss the contents of the portfolio and how the contents will be reviewed
 - c. Set dates of observations and follow-up dates for each evaluator
5. **Create clear expectations** from the beginning
 - a. Meet to discuss what you’d like to see in the observation
 - b. After the observation, meet within 10 days
 - c. Give Evaluee an opportunity to review draft observation prior to discussion
6. **Confidentiality, and academic freedom**

Faculty Growth Plan (FGP)

The purpose of a FGP is to engage in an intentional process of growth for the faculty member. It involves **mentorship**. It is not a punishment, and it should be constructed in an achievable manner.

1. For tenure track eval, the committee decides whether a FGP is recommended, and develops the FGP with the evaluatee.
2. For adjuncts and tenured faculty, FGP is developed by the evaluating faculty with the evaluatee.
3. The FGP relates directly to items observed or noted in the evaluation process.
4. The FGP has clear expectations that the Evaluatee is obligated to complete with the support available through the Tenure process.





Faculty Evaluations Process Timeline

Faculty Evaluation - Timeline

Weeks 1-4 of Fall Semester

- **Orientation** to All Participants (this is it!) in Week 1 or Week 2.
- The committee/evaluator meets with evaluatee
- The committee/evaluator establishes a schedule

Weeks 5 to 12 of Fall Semester

- If applicable, **Observations** (classroom and online) . Observation form is completed and reviewed with evaluatee within 10 days of the observation.
- **Student Questionnaires** are administered by Week 10. If applicable, the evaluators provide an overview of the student questionnaires prior to the end of the semester. The tabulated student questionnaires after grades are posted.
- If applicable, the evaluatee completes and submits a **Portfolio** by Week 11.
- The evaluatee completes and submits the **Mandatory Self-Assessment** by Week 12.

Faculty Evaluation - Timeline

Weeks 13 – 17 of Fall Semester

- The Dean/Responsible Administrator completes and submits the Dean/Responsible Administrator's Assessment of Non-Teaching Responsibilities by Week 13 to the Chair of the Tenure Evaluation Committee.
- The Tenure Evaluation Committee meets to review the results of the evaluation process and reaches its recommendation.
- The Tenure Evaluation Committee meets with the evaluatee to inform of the Committee's recommendations. if the evaluatee needs a FGP, committee or evaluatee develops one with the evaluatee
- The Tenure Evaluation Committee submits its recommendation to the appropriate Vice President, subsequently to the College President, in Week 17 of the academic year.

Timeline Dates - Fall 2025

<i>Evaluation Items</i>	<i>Due Dates</i>
Faculty Orientation Initial Meeting w/Evaluee	Weeks 1-4 (Aug. 11th-Sept. 5th)
Student Questionnaire	By end of Week 10 (Oct. 17th)
Portfolio	By end of Week 11 (Oct. 24th)
Observation	Weeks 5-12 (Sept 8th- Oct. 31st)
Mandatory Self-Assessment	By end of Week 12 (Oct. 31st)
Dean/Responsible Administrator Responsibilities	By end of Week 13 (Nov 7th)
Committee Meeting to Review Recommendations Meeting w/Evaluee to share recommendations (develops FGP if applicable)	Weeks 13-17 (Nov 3rd-Dec 5th)
Submits recommendation to appropriate VP	By end of Week 17 (Dec 5th)

Suggested modification for late-starts

<i>Evaluation Items</i>	<i>Due Dates</i>
Evaluations orientation	Week 1-2
Initial Meeting w/Evaluee	No later than October 24
Student Questionnaire	No later than November 7
Portfolio	No later than November 14
Observation	No later than November 14
Mandatory Self-Assessment	No later than November 14
Dean/Responsible Administrator Responsibilities	No later than Nov 14
Committee Meeting to Review Recommendations Meeting w/Evaluee to share recommendations (develops FGP, if applicable)	No later than December 5
Submit recommendation to appropriate VP	No later than December 5

On Adobe files

Description

Adobe Sign allows us to use current documents and create a fillable online version without modifying or changing the document itself. With this feature we are able to do the following;

- Use our original evaluation forms
- Assign participants and mandatory fields
- Step by Step updates on the status of the form
- Create reminders for participants that haven't completed their section of the form
- A copy of the final complete version is sent to all participants added to the specific form

Next Steps

- Access instructions & training videos on the [Faculty Evaluation Website](#)
- Connect with [Maricela Gonzalez](#) from the Office of Instruction for support with Adobe Sign.

If issues and problems come up...



Contact the supervising Dean who can bring the issue up to the Evaluation Guidance Committee.

Right to grieve

You have the right to grieve the process, if you think the procedure was not followed.

Contact AFT Chapter Chair, Mick Song (song@aft1493.org) or Grievance Officer Luis zuñiga (zuniga@aft1493.org)



Resources



Faculty Evaluation Procedures

[Located in Appendix G.](#)

SMCCCD Eval Forms

[All forms are here](#)

Evaluation Committee Orientation

[SMCCD Faculty Evaluation Committee Document](#)

Faculty Eval Guidance

[Website for Faculty Evaluation Guidance Committee](#)

■ **Questions?**



Contact the Faculty Evaluations Committee

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