

SBCC REGULAR (TENURED) FACULTY EVALUATION CHECKLIST
 (Also see [Educational Programs Evaluation Packet](#) and [AP 7151 Evaluation of Faculty.](#))
 See AP 7151, Page 23, for abbreviated “Master Teacher” Evaluation Procedure.

Procedure (*Specified in AP 7151)	Date (*from AP 7151)	Actual Date
Evaluatee notified that evaluation will take place (by area dean)*	Week 1*	
Evaluatee decides on fall or spring semester and notifies area dean*	Week 2*	
Committee formation* <ul style="list-style-type: none"> ● Evaluatee: _____ ● Evaluator # 1 (evaluatee’s choice, from same or related discipline): _____ ● Evaluator # 2 (evaluator #1’s choice, in consultation with the evaluatee, from outside discipline): _____ (Notify department chair of committee membership; notify area dean if evaluatee is department chair. For faculty who teach online, one evaluator must have online experience at the District and review pedagogy used in the delivery of the online class in order to evaluate evidence of instructor to student interaction, student to student interaction, and student to content interaction. See Course Quality Standards in AP 4105 Distance Education.)	Before Week 6	
Committee members confer, in person or electronically, to* <input type="checkbox"/> Select committee chair (not the evaluatee): _____ <input type="checkbox"/> Review the evaluation procedure <input type="checkbox"/> Assign responsibilities for observations and distribution of student/client surveys <input type="checkbox"/> Establish a timeline in which the evaluation takes place	Week 6 *	
Other committee responsibilities <input type="checkbox"/> Review most recent evaluation* (in shared Google folder) <input type="checkbox"/> Review syllabi, and, at the discretion of the committee, assignments used to determine SLOs and any other relevant course/job performance materials* <input type="checkbox"/> Plan the best time to administer the surveys to maximize student participation (usually at the beginning or the middle of the class) <input type="checkbox"/> Evaluators review electronic survey directions (in Google folder) <input type="checkbox"/> Evaluators observe the evaluatee for at least 50 minutes* <input type="checkbox"/> Evaluators (or designees, with committee’s approval) oversee completion of student surveys in class without evaluatee present* <input type="checkbox"/> Evaluators 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 in advance of final meeting) <input type="checkbox"/> Student survey results (posted in shared Google folder by dean admin) <input type="checkbox"/> Faculty Responsibilities Checklist (from department chair, or completed by the committee chair, in consultation with area dean, if evaluatee is department chair) <input type="checkbox"/> Dean’s Comment Form <input type="checkbox"/> Athletic Director Comments (if evaluatee is an athletic coach) <input type="checkbox"/> Evaluators’ written comments <input type="checkbox"/> Evaluatee’s written self-evaluation (at the discretion of the evaluatee)	Before Week 15	
Review data and sign Evaluation Summary Form* (evaluation complete)	Before finals week	
Submit completed evaluation packet to department chair*	By last day of semester*	
Department Chair Submits report to area Dean*	No later than 5 business days after semester’s end*	