LCC/MAHE Peer Review Committee Evaluation Form

Adjunct Professor

Name of Candidate: Click or tap here to enter text.

Candidate’s Current Status: Click or tap here to enter text.

Names of Peer Review Committee Members (3 – 5 members):

Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text.

Click or tap here to enter text. | Click or tap here to enter text.

# INSTRUCTIONS:

To be completed by Peer Review Committee

In conformance with the February 10, 2015 Procedure for PRC evaluation reports the PRC,

## Must consider the following data sources:

* CIS application
* Pass and Success Rates by CRN (ARGOS S1244) for the past two calendar years
* Student/client feedback data for the past two calendar years
* Most recent Faculty Performance Review and Professional Development Evaluation (if available)

## May consider the following data sources/ activities (subject to department/program approval):

* Classroom/ workplace observation(s)
* Teaching/ workplace demonstration
* Professional portfolio or resume
* Representative syllabi or work plan

Must address each of the following criteria when evaluating a faculty member for change in status. Note that the criteria make use of two rating (Likert) scales. In some cases, the Peer Review Committee is asked to indicate their agreement with a given statement about the candidate’s work or performance:

1. [ ]  Strongly Agree 2. [ ]  Agree 3. [ ]  Disagree 4. [ ]  Strongly Disagree 5. [ ]  Not Applicable

In other areas, the Peer Review Committee is asked to indicate a qualitative rating for the candidate’s work or performance:

1. [ ]  Excellent 2. [ ]  Very Good 3. [ ]  Satisfactory

4. [ ]  Needs Improvement 5. [ ]  Not Applicable

Note that check boxes precede each of the individual ratings. These will auto-fill when clicked.

Space is provided for comments by the Peer Review Committee. Written feedback is most valuable; please consider providing comments throughout the evaluation. The Peer Review Committee is REQUIRED to provide commentary when awarding a rating of 3, 4, or 5 for any of the criteria. In such cases, please minimally provide the following:

* What informed and/or influenced the committee’s specific rating? Provide a rationale for how and why the specific rating is warranted. On what data, information or evidence was this based?
* What steps, actions or professional development opportunities might the Peer Review Committee suggest to the candidate in order to improve his or her performance/work?
* When indicated, please explain why the Peer Review Committee believes a criterion to be “Not Applicable” (5).

## *ADDITIONAL REQUIREMENTS*:

1. Each Division will forward the required data to all PRC members and CIS applicants.
2. Each PRC must develop a tentative evaluation plan that identifies which optional data sources, if any, will be included in their evaluations. The plan must also include the relative weights for all data sources. This tentative plan must be reviewed with program/department Faculty and Administrators for approval in conformance with Article IX.B prior to the PRC activities taking place. The PRC will communicate this final plan to the applicants.
3. Each PRC will conduct a post-evaluation meeting with the applicant to share the results of the evaluation.

# **Student Success Criteria (A – E)**

1. This candidate effectively assesses the quality of instruction and student outcomes in accordance with applicable College and legal standards. [Article VIII Role of Faculty Criteria]:

1. [ ]  Strongly Agree 2. [ ]  Agree 3. [ ]  Disagree 4. [ ]  Strongly Disagree 5. [ ]  Not Applicable

Comments:

Click or tap here to enter comments

1. This candidate successfully utilizes discipline-specific knowledge to teach, tutor, train, mentor, and advise both students and colleagues. [Article VIII Role of Faculty Criteria]:

1. [ ]  Strongly Agree 2. [ ]  Agree 3. [ ]  Disagree 4. [ ]  Strongly Disagree 5. [ ]  Not Applicable

Comments:

Click or tap here to enter comments

1. This candidate is effective in performing assigned work and achieving student success goals. [Article XIII. Employment Practices Criteria]:

1. [ ]  Strongly Agree 2. [ ]  Agree 3. [ ]  Disagree 4. [ ]  Strongly Disagree 5. [ ]  Not Applicable

Comments:

Click or tap here to enter comments

1. The candidate successfully models teaching effectiveness. [Article VIII Role of Faculty Criteria]:

1. [ ]  Strongly Agree 2. [ ]  Agree 3. [ ]  Disagree 4. [ ]  Strongly Disagree 5. [ ]  Not Applicable

Comments:

Click or tap here to enter comments

1. How do you rate the student feedback data for this candidate? (Consider IDEA, SALG and/or evidence from other feedback instruments that the faculty member may have used in the sections that they teach). [Article XIV Faculty Performance Reviews and Professional Development Criteria]:

1. [ ]  Excellent 2. [ ]  Very Good 3. [ ]  Satisfactory

4. [ ]  Needs Improvement 5. [ ]  Not Applicable

Comments:

Click or tap here to enter comments

# **Course & Curriculum (F - G)**

1. This candidate performs curriculum and course development effectively? [Article VIII Role of Faculty Criteria]:

1. [ ]  Strongly Agree 2. [ ]  Agree 3. [ ]  Disagree 4. [ ]  Strongly Disagree 5. [ ]  Not Applicable

Comments:

Click or tap here to enter comments

1. This candidate continuously improves and updates instructional materials? [Article VIII Role of Faculty Criteria]:

1. [ ]  Strongly Agree 2. [ ]  Agree 3. [ ]  Disagree 4. [ ]  Strongly Disagree 5. [ ]  Not Applicable

Comments:

Click or tap here to enter comments

# **Leadership (H – J)**

1. How do you rate this candidate’s participation in department, program and team leadership and/or other professional responsibilities? [Article XIII. Employment Practices Criteria]:

1. [ ]  Excellent 2. [ ]  Very Good 3. [ ]  Satisfactory

4. [ ]  Needs Improvement 5. [ ]  Not Applicable

Comments:

Click or tap here to enter comments

1. This candidate is actively engaged in scholarly, creative and/or leadership activities [Article XIII. Employment Practices Criteria]:

1. [ ]  Strongly Agree 2. [ ]  Agree 3. [ ]  Disagree 4. [ ]  Strongly Disagree 5. [ ]  Not Applicable

Comments:

Click or tap here to enter comments

1. This candidate shares in the improvements of his/her educational programs in accordance with College policy. [Article VIII Role of Faculty Criteria]:

1. [ ]  Strongly Agree 2. [ ]  Agree 3. [ ]  Disagree 4. [ ]  Strongly Disagree 5. [ ]  Not Applicable

Comments:

Click or tap here to enter comments

# **Professional Development (K – L)**

1. How do you rate this candidate’s professional development, such as keeping current in his/her discipline and area of responsibility? [Article XIII. Employment Practices Criteria]:

1. [ ]  Excellent 2. [ ]  Very Good 3. [ ]  Satisfactory

4. [ ]  Needs Improvement 5. [ ]  Not Applicable

Comments:

Click or tap here to enter comments

1. This candidate actively participates in College and/or community service activities. [Article XIII. Employment Practices Criteria]:

1. [ ]  Strongly Agree 2. [ ]  Agree 3. [ ]  Disagree 4. [ ]  Strongly Disagree 5. [ ]  Not Applicable

Comments:

Click or tap here to enter comments

# **Other (M)**

1. Please identify and describe any additional performance-related considerations that the Peer Review Committee believes are relevant to this candidate’s application for promotion. [Article XIII. Employment Practices Criteria]:

Comments:

Click or tap here to enter comments

NOTE: The number of applicants may exceed the number of available positions. The PRC may recommend promotion only to candidates for which there is a position available.

[ ]  The Peer Review Committee recommends the status change to Adjunct Professor.

[ ]  The Peer Review Committee **does not recommend** the status change to Adjunct Professor.

Comments:

Click or tap here to enter comments

Form Completed by: Click or tap here to enter text.

Date form forwarded to Provost: Click or tap to enter a date.

Date form received by Provost: Click or tap to enter a date.

Peer Review Committee Signatures:

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