



Part-Time Observation Check List

1) **New and returning part-time faculty schedule the classroom/counseling observation with the area administrator or trained faculty observer (TFO) no later than the 12th week of instruction**

- New** part-time faculty will be observed by the division/area administrator.
- Provided an administrative evaluation for the first year of service is already on file:* **Returning** part-time faculty will (a) select and contact a faculty GCFA member to serve as their TFO, and (b) forward the name of the selected TFO to the area administrator by the third week of instruction. Please refer to the [list of certified trained faculty observers](#). If you need assistance, please contact your department chair or area administrator.
- New and returning** part-time faculty forward a copy of the course syllabus and any other instructional material requested by the area administrator or TFO for the class(es) that is/are to be observed.

2) **Review student summary reports and schedule post observation meeting**

- After the observation, **new part-time faculty will meet with the area administrator** to discuss the observation, student evaluation summaries, self-evaluation, and sign the forms.
- After the observation, **returning part-time faculty will meet with the selected TFO** to discuss the observation, sign the forms (cover sheet and observation) and submit these to the area administrator (see item #3 below).

3) **Ensure the signed forms are submitted to the area administrator**

New part-time faculty will meet with the area administrator to discuss the observation and sign the required forms. The area administrator will collect and submit the evaluation packet to the Office of Academic Affairs:

- Observation of Faculty form (signed by both evaluator and evaluatee)
- Administrative Evaluation form and course Syllabus
- Self-Evaluation and Student Evaluation forms

Returning part-time faculty will submit the forms to their area administrator who will in turn submit the completed evaluation packet to the Office of Academic Affairs:

- Cover Sheet (signed by both evaluator (TFO) and evaluatee)
- Observation of Faculty form (signed by both evaluator (TFO) and evaluatee)
- Administrative Evaluation form and course Syllabus.
- Self-Evaluation and Student Evaluation forms.



Part-time Faculty Observation Process

The Gavilan College evaluation of faculty embraces a four-part process that includes a counseling or classroom observation (face-to-face or online), an administrative summary and self and student evaluations. The checklist provided here provides direction for new or returning **part-time faculty** undergoing the evaluative process.

Trained Faculty Observer (TFO):

A trained faculty observer is a GCFA member that has:

- 1) Undertaken training provided by the District and
- 2) Agreed to complete an observation for a part-time faculty member undergoing evaluation, per the GCFA contract.

The roster of certified TFOs is posted on the [Faculty Professional Learning webpage](#). Only returning part-time faculty that have an evaluation on file completed by the area administrator will follow the process for securing a TFO.

New and Returning Part-Time Faculty:

Faculty undergoing an evaluation will receive notice and should review the timeline and documents/emails that outline the process. Key points:

- Be mindful of contractual deadlines. Per the GCFA contract, the initial classroom/counseling observation must take place no later than the 12th week of instruction.
- Plan accordingly by distributing the student evaluations early in the process. Contact your area dean at the onset if you need assistance/clarification of the process.
- Online courses are observed through the instructor's course shell. Access is granted by contacting the Distance Education Coordinator's office via email at disted@gavilan.edu or by calling 408-848-4885.
- The same faculty observation evaluation form is to be used for online and in-classroom observations. Forms are posted on the Intranet > Faculty Professional Learning Committee (FPLC) webpage under the ["All Forms" link \(here\)](#).
- **Incomplete or unsigned forms invalidate the evaluation.** Only a fully signed, completed evaluation packet will be accepted by the area administrator and sent to HR to document the employee's work history.