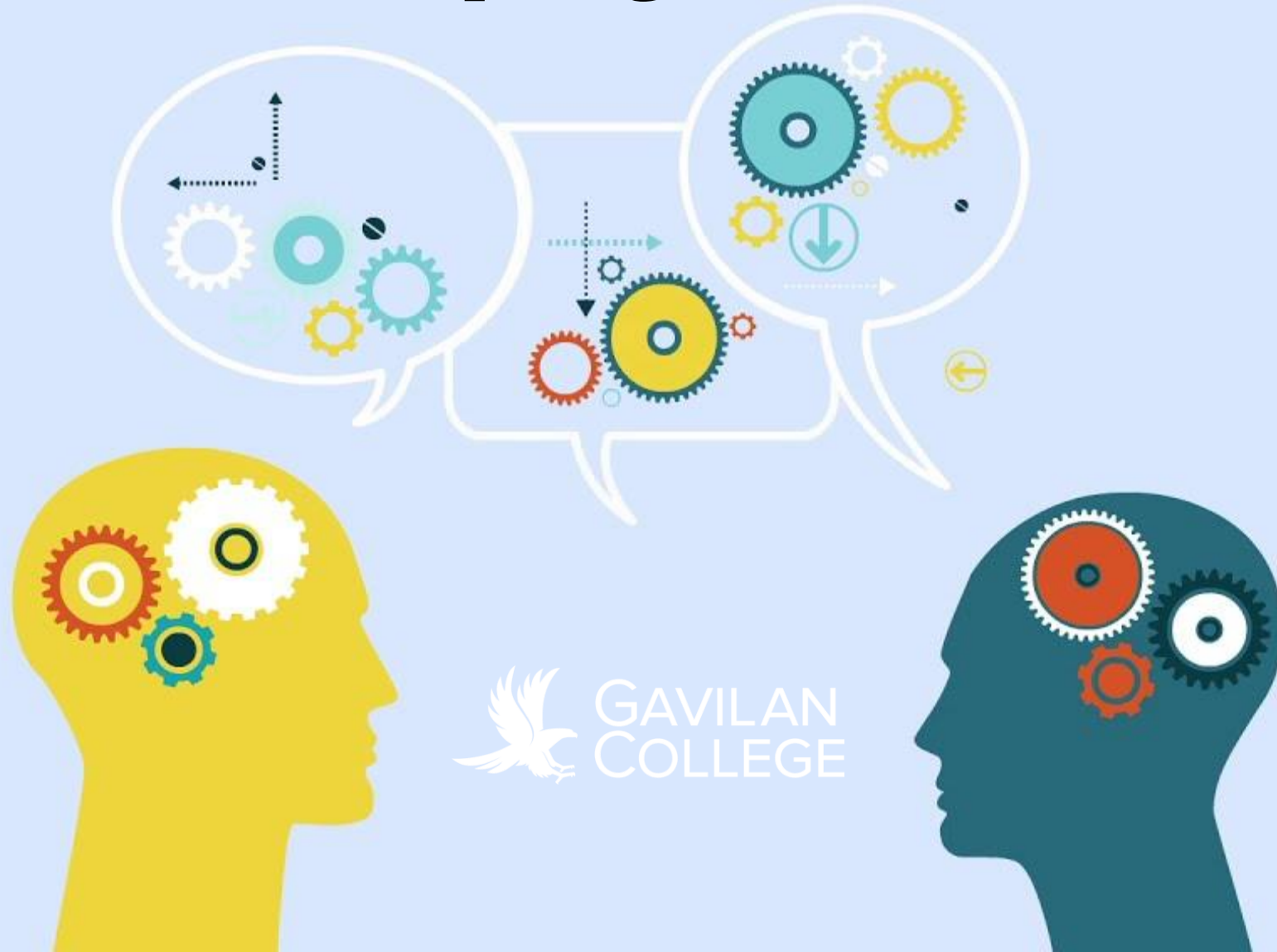


# Peer Observation Training

## Spring 2025



# Purpose Of the Part-Time Faculty Evaluation (Rob)

## **The purpose of faculty evaluation are:**

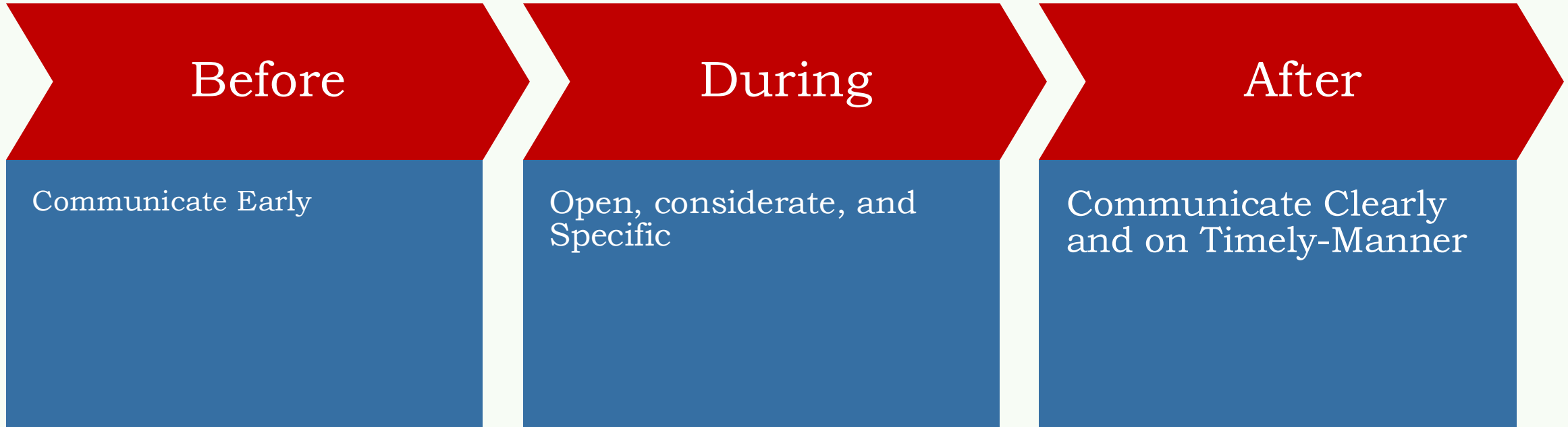
- 19.1.1 To measure the effectiveness of faculty performance, identify those areas needing improvement, and provide assistance for improved faculty performance.
- 19.1.2 To encourage continued growth in teaching and learning, campus and departmental relationships, and participation in the College governance.
- 19.1.3 To ensure compliance with District, State, and Federal accreditation policies and standards.
- 19.1.4 To provide reasonable criteria for granting reappointment and/or permanent and continuing status

# The Big Picture – It is a Positive Process - **Scott**

- Recognize Excellence.
- **Support Our Colleague.**
- Emphasize Student Learning Outcomes.
- **Supportive Feedback.**
- Be a Resource for One another.
- Institutional Improvement.
- Engage in Constructive Conversations.
- **Focus on Growth and Development.**
- Recognize Diversity and Inclusivity.
- **Learn from each Other.**
- Share appreciation with one another.
- Conversation about shared practices.
- **Appreciative Inquiry.**
- Continuous Improvement.
- Promote Mentoring and Peer Collaboration.
- ...

***To promote excellence in student learning***

# 3 Stages in the Observation - **John**



# Four Areas of Focus (Peter)

- A. Content Presentation
- B. Interaction
- C. Assessment
- D. Accessibility

# OEI Rubric (Peter)

[https://onlinenetworkofeducators.org/wp-content/uploads/2021/05/CVC\\_OEI\\_Course\\_Design\\_Rubric\\_rev\\_April\\_2020\\_ACC\\_52021.pdf](https://onlinenetworkofeducators.org/wp-content/uploads/2021/05/CVC_OEI_Course_Design_Rubric_rev_April_2020_ACC_52021.pdf)

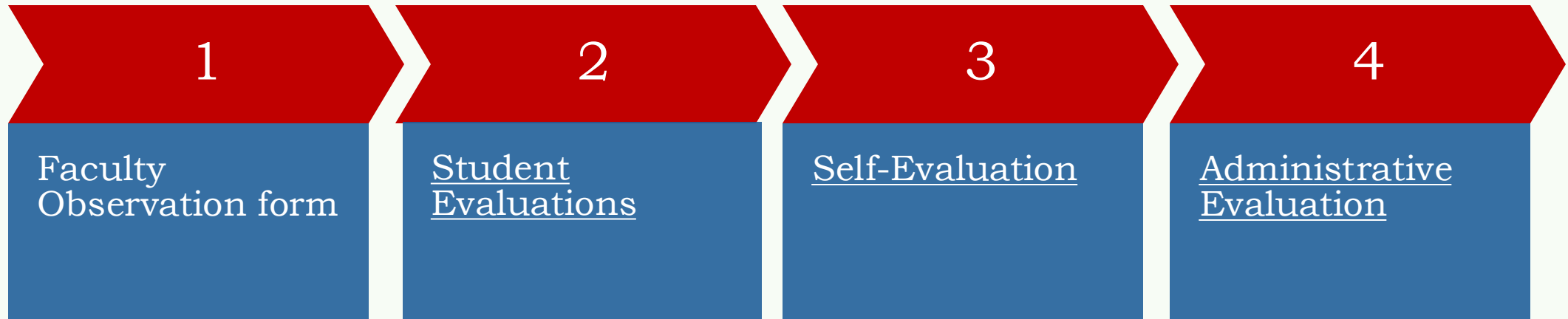
# ACCJC RSI Rubric (Peter)

<https://accjc.org/wp-content/uploads/ACCJC-Quality-Continuum-Rubric-for-Distance-Education-September-2024-Pilot.pdf>

The PROCESS

A hand-drawn arrow pointing to the right, with the word 'The PROCESS' written inside it. The word 'The' is in a smaller, cursive font, while 'PROCESS' is in a larger, bold, blocky font. The arrow is drawn with a simple black outline.

# Evaluation Components (Rob-Scott)





# Timeline for Evaluation -Article 19.A.1 (Rob-Scott)

1

Notification from the Office of Academic Affairs by 3rd week.

2

Evaluates reach out to TFOs on the list by 4th week.

3

Set up timeline for evaluation process - Week 4-12.

4

Finalize report and send documents to area dean - Week 13-15

5

Deans finalize packet to send to Office of Academic Affairs - 16<sup>th</sup> week (May 17-23)

# Finding the Form (Moaty)



ACADEMICS  
Degrees & Programs

ADMISSIONS  
& Records

FINANCIAL AID  
Pay for College

STUDENT SERVICES  
Counseling & Support

LIBRARY  
Research & Resources

ABOUT GAVILAN  
Now & History



Home > Admissions & Records > Search Gavilan

## Search Gavilan


Web Image

About 24 results (0.11 seconds)

Sort by: Relevance ▾

### Trained Faculty Observers - Gavilan College

[www.gavilan.edu](http://www.gavilan.edu) > [staff](#) > [fpic](#) > [tfo](#)

 [Trained Faculty Observers](#) · [Trained Faculty Observer Roster AY24-25 \(to be updated soon!\)](#) · [Evaluation Timeline & Contact List - Spring 2025](#) · [Trained Faculty ...](#)

## QUICKLINKS

[Winter/Spring 2025 Schedule](#)

[Admissions Home](#)

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[Class Schedule](#)

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[Diplomas](#)

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[Forms for Students](#)



# Trained Faculty Observers

## Trained Faculty Observer Roster AY24-25

- [Evaluation Timeline & Contact List - Spring 2025](#)
- [Trained Faculty Observers Handbook 2023](#)
- [TFO Training Zoom Recording Sept. 19th, 2023](#)
- [TFO Training Zoom Chat Sept. 19th, 2023](#)
- [TFO PowerPoint Presentation Sept. 19th, 2023](#)

## QUICKLINKS

- [FPLC Home](#)
- [All Forms](#)
- [Full-Time Faculty Deadlines](#)
- [Committee Members](#)
- [GCFA - Article 19](#)
- [Faculty Evaluation Timeline & Contact List - Spring 2025](#)
- [Contact List - Dept Deans Chairs Assistants AY24-25 \(updated 1.22.25\)](#)

# Cover Sheet and Compensation (John)

- Check off choice of compensation or FLEX
- Indicate if a follow-up administrative observation is needed
- Include with signed observation forms in packet sent to the area dean

## + Part-Time Evaluations

- [1.0 PT Faculty Observation Checklist & Process](#)
- [1.1 PT Faculty Evaluation Timeline & Contact List - Spring 2025](#)
- [2.0 PT Faculty Cover Sheet](#)
- [3.0 PT Faculty Observation Form](#)
- [3.1 PT Faculty Self Evaluation Form](#)
- [3.2 PT Faculty Administrative Evaluation](#)

## Best Practices

- [4.0 Best Practices "Observation" Sample](#)
- [4.1 Best Practices "Self Evaluation" sample](#)

...  
Fac  
Col  
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As:  
1.2:

## Gavilan College Part-Time Faculty Evaluation Cover Page

**SECTION 1 PART-TIME FACULTY (EVALUATEE)/OBSERVER INFO**

EVALUATEE NAME: \_\_\_\_\_ SEMESTER: \_\_\_\_\_

COURSE OBSERVED: \_\_\_\_\_ CLASS LOCATION: \_\_\_\_\_

OBSERVER NAME: \_\_\_\_\_ DATE OBSERVED: \_\_\_\_\_  
(TFO)

I RECOMMEND THE SUPERVISING ADMINISTRATOR FOLLOW UP WITH  
ADDITIONAL OBSERVATION  YES  NO

**ATTACHED FORMS IN SUPPORT OF EVALUATION:**

OBSERVATION OF FACULTY (completed by observer)  OBSERVATION OCCURRED: \_\_\_\_\_  
(WITH TRAINED FACULTY OBSERVER) (WITH TRAINED FACULTY OBSERVER) DATE

ADMINISTRATIVE EVALUATION OF FACULTY (completed by the supervising administrator)  POST OBSERVATION MEETING OCCURRED: \_\_\_\_\_  
(WITH TRAINED FACULTY OBSERVER) (WITH TRAINED FACULTY OBSERVER) DATE

SELF EVALUATION (completed by the evaluatee)  REVIEWED STUDENT EVALUATION REPORT(S)

Per Article 19 of the GCFA Contract, the Trained Faculty Observer (TFO) will be paid per completed observation or request three (3) flex/co-curricular hours. My signature below acknowledges that I completed the observation forms, reviewed it with the evaluatee, and provided the supervising administrator with confirmation of completion. Please check one option below:

I am requesting stipend compensation per GCFA OR  I am requesting 3 flex or co-curricular hours

\_\_\_\_\_  
Signature of Trained Faculty Observer (TFO) Date

**SECTION 2 EVALUATOR AND EVALUATEE ACKNOWLEDGMENTS**

I ACKNOWLEDGE RECEIPT OF FORMS AND COMPLETION OF THE EVALUATION PROCESS.

\_\_\_\_\_  
PRINTED NAME OF EVALUATEE SIGNATURE OF EVALUATEE DATE

\_\_\_\_\_  
PRINTED NAME OF EVALUATOR SIGNATURE OF EVALUATOR DATE

**SECTION 3 ADMINISTRATOR**

I ACKNOWLEDGE RECEIPT OF FORMS AND COMPLETION OF THE EVALUATION PROCESS.

\_\_\_\_\_  
PRINTED NAME OF SUPERVISING ADMINISTRATOR SIGNATURE OF SUPERVISING ADMINISTRATOR DATE

# The Forms (Scott-Rob-Moaty)

## **Part-Time Evaluations**

[1.0 PT Faculty Observation Checklist & Process](#)

[1.1 PT Faculty Evaluation Timeline & Contact List - Spring 2025](#)

[2.0 PT Faculty Cover Sheet](#)

[3.0 PT Faculty Observation Form](#)

[3.1 PT Faculty Self-Evaluation Form](#)

[3.2 PT Faculty Administrative Evaluation](#)

## **Best Practices**

[4.0 Best Practices "Observation" Sample](#) (Scott-Rob-John)

[4.1 Best Practices "Self Evaluation" sample](#) (Scott-Rob-John)

## **Student Evaluation Forms**

[Student Evaluation Form - AEC](#)

[Student Evaluation of Counselor/Advisor](#)

[Student Evaluation of Teaching Faculty \(English\)](#)

[Student Evaluation of Teaching Faculty \(Spanish\)](#)

