

Administrative Observation Checklist

Faculty Name: _____ Date: _____

ARC CRC FLC SCC Other _____

Division: _____ Subject: _____ Academic Year: _____

Evaluation Rating Scale:

1 = Exceeds Standards 2 = Meets Standards 3 = Needs Improvement 4 = Unsatisfactory

Status: Contract Year 1 Contract Year 2 Contract Year 3 Contract Year 4 Tenured

RATING

	Distributes a current complete course information syllabus, as outlined in the Faculty Handbook, to students and provides a copy to appropriate administrator. COMMENTS:
	Attends and participates in department, area, college, and general faculty meetings. COMMENTS:
	Participates in and completes department, college and district committee assignments. COMMENTS:
	Participates in peer evaluation process and serves on peer evaluation committees when requested. COMMENTS:
	Meets obligations on time; e.g., grades, requisitions, schedules, textbook orders, rosters. COMMENTS:

RATING

	Informs students of academic status in class on a regular basis in a timely manner. COMMENTS:
	Holds required office hours. COMMENTS:
	Evidence of positive interpersonal relations. COMMENTS:
	Participates in staff development opportunities. COMMENTS:
	Maintains thorough and up-to-date knowledge in his/her discipline. COMMENTS:
	Begins and ends classes according to schedule. COMMENTS:
	Meets the requirements of professional responsibilities and professional relationships, as outlined in sections 4.1 and 4.2 COMMENTS:

Completed by: _____

Date: _____