# New Forms Developed – Tenure Review Project

## FACULTY PROFESSIONAL GROWTH REPORT

**COURSE WORK**

- Please describe courses you have taken during the evaluation period and comment on how they have been of professional value to you.
- If no coursework was completed, please indicate with N/A.
- If you need to add extra rows, click in the last cell (lower right) and press the TAB key.

| **Course Name** | **Comments** |
|---|---|
| 1. | |
| 2. | |
| 3. | |
| 4. | |

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**CONFERENCES/WORKSHOPS**

- Please describe and briefly comment on the professional value of any conferences and/or workshops you have attended since your last evaluation. Do not include required activities such as mandatory trainings, convocation, or flex days (Student Success Conference).
- If no coursework was completed, please indicate with N/A.
- If you need to add extra rows, click in the last cell (lower right) and press the TAB key.

| **Course or Workshop Name** | **Describe the professional value and learning that took place and how this activity has benefited the college?** | **Date Attended** |
|---|---|---|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

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**CURRICULUM/INSTRUCTION**

- Please comment on any contributions you have made to the advancement of curriculum and instruction for which you have had responsibility during this academic year. (Can include the following: New Program Development, Total Program Renovation, New Major/Certificate Proposals, Major/Certificate Revisions, New Course Proposals, Course Outline Revisions, and Modification/Improvement of Teaching Methodologies.) You may also include work that was done regarding student learning outcome activities such as changes made based on assessment results/course action plans, mapping activities, revising SLOs, etc.
- If no coursework was completed, please indicate with N/A.
- If you need to add extra rows, click in the last cell (lower right) and press the TAB key.

| **Curriculum/Instructional Activity** | **Comments** |
|---|---|
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**PROFESSIONAL PUBLICATIONS or OTHER ORIGINAL WORKS**

Please list the title of any textbook, workbook or manual which you have completed writing during this academic year, and submit a copy with your report (copy will be returned). You may submit your work into the Evidence Folder.

1.

2.

Please list and attach any articles you have written for professional publication or grant proposals which you have submitted for acquisition of outside funding during this academic year. You may submit your work into the Evidence Folder.

1.

2.

Please list other Original Works such as gallery display, original composition, or theatrical performance. You may submit your work into the Evidence Folder.

1.

2.

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**NONTRADITIONAL PROFESSIONAL GROWTH ACTIVITIES**

Please describe any professional growth activities outside the traditional college or academic environment in which you have been involved during the academic year. Include outside employment experience, liaison work with any outside educational or community college agency, or others.

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## COLLEGE RELATED ACTIVITIES REPORT

Summarize your college related activities for the past year. Please provide evidence to substantiate the activities. Evidence could be in the form of a link to a webpage showing minutes or committee membership. If this is not available, you may upload your evidence to the Evidence Folder.

Examples include, but are not limited to:

- Service on department and college committees.
- Service on Academic Senate committees.
- Service on participatory governance councils and committees.
- Participation in recruitment and outreach activities.
- Participation on articulation committees.
- Coordination, advisement, and supervision of Hartnell student organizations or student activities.
- Participation in community service or community projects that positively reflect on the District.
- Participation in organized student success efforts.

| **Activity Name** | **Time Frame/Duration** | **Brief Description or Comments** |
|---|---|---|
| Example:<br>Member of Outcomes and Assessment Committee | 2018 - 2019 academic year | I served on the committee last year as a representative of the CTE division. |
| | | |
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**SELF-APPRAISAL**

1. Please summarize your professional accomplishments over the past year other than that which has been documented on your Professional Growth Report and College Related Activities Report.

2. Please address your goals from the previous year in the table below. You should have one to three goals.

| **Goals from Previous Year**<br>Do not complete if you are a 1st year probationary faculty member. | **Were you able to accomplish the goal? Please explain.** |
|---|---|
| | |
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3. Please address your goals for the upcoming year in the tables below. **You should have one to three goals.**

| **Goal #1** | **Response** |
|---|---|
| What is your goal for the upcoming year? | |
| What are strategies that you will use to achieve your goal? | |
| Please describe, if applicable, timelines as they apply to your goal. | |
| What is the expected date of completion? | |
| Is this goal a carryover from a previous year? | |

| **Goal #2** | **Response** |
|---|---|
| What is your goal for the upcoming year? | |
| What are strategies that you will use to achieve your goal? | |
| Please describe, if applicable, timelines as they apply to your goal. | |
| What is the expected date of completion? | |
| Is this goal a carryover from a previous year? | |

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| Goal #3 | Response |
|---|---|
| What is your goal for the upcoming year? | |
| What are strategies that you will use to achieve your goal? | |
| Please describe, if applicable, timelines as they apply to your goal. | |
| What is the expected date of completion? | |
| Is this goal a carryover from a previous year? | |

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**EVALUATEE**

**QUICK REFERENCE GUIDE**

| Activity | Deadline | Notes |
|---|---|---|
| Participation in the Evaluation Process Training provided by the District in cooperation with the Academic Senate. | You will be notified by email of the training dates | Contractually Bargained Agreement (CBA)<br>CBA 14.D.4<br>. |
| Pre-evaluation conference to develop an evaluation plan (including scheduled observations) following the guidelines indicated in the contract. | Suggested deadline of September 15 to meet the October 15 deadline for submission of materials. | CBA 13.F.2.a for deadline<br>CBA 14.E.3<br>CBA 14.F.1 |
| Submission of materials, as specified in the CBA, to your evaluation team members.<br><br>If you need assistance with getting the materials saved to your USB drive or shared with your team, please contact:<br><br>Laura Otero lotero@hartnell.edu<br>Cheryl O'Donnell codonnell@hartnell.edu | October 15 or earlier | CBA 14.E.2<br><br>Required instructional materials can be found in CBA 14.E.2.a. These materials should be uploaded in your Samples of Instructional Materials folder. |
| Prior to an observation, provide the required materials(as specified in the CBA) to your team member who will be conducting the observation.<br>Materials will be based on the nature of the scheduled observation (face-to-face course or DE), | Follow the dates determined at the pre-evaluation conference<br>**All observations must be completed by November 15.** | CBA 14.E.3.g<br>CBA 14.E.3.h<br><br>*for number of required observations, see information below. |

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| | | |
|---|---|---|
| Meet with your peer at least twice during the semester. If you have two peers, meet with each one once. | Prior to post-evaluation conference | CBA 14.F.2 |
| Meet with the administrator on the evaluation team. | Prior to post-evaluation conference | CBA 14.F.3 |
| Post-Evaluation Conference | December 10 | CBA 14.F.5 |

**WHAT MATERIALS DO YOU NEED TO PROVIDE TO YOUR EVALUATION TEAM PRIOR TO THE OCTOBER 15 DEADLINE?**

| **Item** | **Check** |
|---|---|
| Professional Growth Report | |
| College-Related Activities Report | |
| Self-Appraisal Report | |
| **Instructional Materials** | |
| ● All course syllabi for classes in your load | |
| ● Samples of study guides and other instructional materials you have created | |
| ● Samples of quizzes and exams for each course in load | |
| ● For non-teaching faculty supply materials that you generated that are used in the performance of your duties. | |

Templates for the three reports can be found in your Reports folder on your USB drive.

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**HOW MANY TIMES WILL YOU BE OBSERVED?**

**Teaching observations:** CBA 14.E.3.a

- A total of 6 observations are to be completed by the team.
- If possible, each observation should be for an entire instructional period. If this is not feasible, observations should be a minimum of 50 minutes.
- Provide relevant materials (see below) to the observer prior to the scheduled observation.

**Counseling observations:** CBA 14.E.3.e

- A total of six observations are to be completed
- Each observation shall be at least one hour in length (either two half-hour sessions or a single one-hour session)
- If the observation is of a non-teaching nature, provide relevant materials to the observer prior to the scheduled observation.

**Library services observations:** CBA 14.E.3.e

- A total of six observations are to be completed
- If the observation is of a non-teaching nature, provide relevant materials to the observer prior to the scheduled observation.

*Observations should be coordinated and scheduled with the peer faculty member(s) and the dean during the Pre-Conference Meeting.

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**WHAT MATERIALS SHOULD YOU PROVIDE TO YOUR OBSERVER PRIOR TO AN OBSERVATION?**

**Faculty members teaching a distance education course:** CBA 14.E.3.g

- For faculty teaching distance education courses, a worksite observation shall consist of one (1) learning unit of a course, which should be roughly equivalent to the material that would be covered in one (1) week of class.
- Evaluators will be given access to all materials posted by the instructor and discussion thread posts by both the instructor and students for that learning unit
- Evaluators will have access to some documents outside of the unit including: a syllabus, lesson plan, class policies, required class activities, exam questions, and any current announcements posted for the course.
- Just as with face-to-face classes, students may be told that a faculty worksite observation is being conducted.
- The unit to be evaluated will be agreed upon by the evaluators and evaluatee prior to the evaluation taking place.
- The evaluator will have access to the course management system as a guest during the one-week period referenced above.

**Faculty members teaching a face-to-face course:** CBA 14.E.3.h

- For faculty teaching face-to-face courses evaluators will be given all materials including: a syllabus, lesson plan, class policies, required class activities, exam questions, and any current announcements concerning the course.
- Students may be told that a faculty worksite observation is being conducted.
- The classes to be evaluated will be agreed upon by the evaluators and evaluate prior to the evaluation taking place.

**Faculty members teaching in self-paced labs and/or academic support services:** CBA 14.E.3.f

- For self-paced labs and academic support services, observations shall be made during times when the faculty member is performing academic functions working with students.
- Each observation shall be at least one hour in length, and each evaluator shall perform at least two evaluations for a total of 6 evaluations.

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## Worksite Observations Evaluation Form: Teaching

| | | | | | |
|---|---|---|---|---|---|
| Employee: | | | Evaluator: | | |
| Course and Section #: | | | Semester and Year: | **Fall 2019** | |
| Observation Date: | | | # of students in attendance: | | |
| Class Start/End Time: | | | | | |
| Observation Start/End Time: | | | | | |

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Modality: | F2F | | Lecture | | Lab | | Hybrid | | Online | | |

**1. The instructor demonstrates knowledge of the subject matter and currency in the field.**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Excellent** | | **Satisfactory** | | **Needs Improvement** | | **Unsatisfactory** | |

Provide Examples:

---

**2. Class activities demonstrate effective preparation and planning for instruction, including laboratories, clinics, etc.**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Excellent** | | **Satisfactory** | | **Needs Improvement** | | **Unsatisfactory** | |

Provide Examples:

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**3. Content covered in class appropriately addresses course curriculum.**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Excellent** | | **Satisfactory** | | **Needs Improvement** | | **Unsatisfactory** | |

Provide Examples:

---

**4. Instructor uses appropriate teaching materials and methods that challenge students to grow.**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Excellent** | | **Satisfactory** | | **Needs Improvement** | | **Unsatisfactory** | |

Provide Examples:

---

SAMPLE

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**5. The instructor provides an environment conducive to student learning.**

| **Excellent** | | **Satisfactory** | | **Needs Improvement** | | **Unsatisfactory** | |
|---|---|---|---|---|---|---|---|

Provide Examples:

---

**6. Instructor uses teaching techniques that challenge and engage students in the class activity (lecture, discussion, lab, or other activity).**

| **Excellent** | | **Satisfactory** | | **Needs Improvement** | | **Unsatisfactory** | |
|---|---|---|---|---|---|---|---|

Provide Examples:

---

**7. The instructor communicates effectively, explaining key concepts and giving directions clearly, addressing all levels of students in the classroom.**

| **Excellent** | | **Satisfactory** | | **Needs Improvement** | | **Unsatisfactory** | |
|---|---|---|---|---|---|---|---|

Provide Examples:

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8. **The instructor is responsive to students' questions and provides feedback, using class discussion to strengthen the learning environment.**

| **Excellent** | | **Satisfactory** | | **Needs Improvement** | | **Unsatisfactory** | |
|---|---|---|---|---|---|---|---|

Provide Examples:

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**9. Presentation conveys clarity, respect for differing viewpoints, and sound pedagogy.**

| **Excellent** | | **Satisfactory** | | **Needs Improvement** | | **Unsatisfactory** | |
|---|---|---|---|---|---|---|---|

Provide Examples:

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**10. The instructor provides an environment in which the dignity and individuality of students are respected, using teaching techniques that are sensitive to the diverse learning styles and educational and cultural background of students.**

| **Excellent** | | **Satisfactory** | | **Needs Improvement** | | **Unsatisfactory** | |
|---|---|---|---|---|---|---|---|

Provide Examples:

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SAMPLE

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**General comments for overall observation:**

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