

APPENDIX G: Evaluation Forms

Initial Conference

(To be completed by the Evaluating Manager)

Faculty Name: **Click or tap here to enter text.**

Faculty Assignment: **Click or tap here to enter text.**

Faculty Work Location: **Choose an item.**

- Faculty is:
- ☐ a Contract Employee (Tenure-Track Probationary); evaluated at least once in each academic year.
 - ☐ a Regular Employee (Tenured); evaluated at least once in every three academic years.
 - ☐ a Full-Time Temporary Employee (Temporary); evaluated at least once in each academic year for the first four (4) years of employment. Thereafter, evaluation shall be at least once every six (6) regular semesters.
 - ☐ a Temporary Employee (Part-Time/Adjunct); evaluated once per year within the first two (2) years of employment and at least once every six regular semesters thereafter.

This formal evaluation is for the period of **Click or tap here to enter text.**

Evaluating Manager Name: **Click or tap here to enter text.**

The initial conference between the Evaluating Manager and the Faculty member discussing the formal evaluation procedure and its possible results occurred on **Click or tap to enter a date..**

The formal evaluation shall include the following basic components listed in Article 16.E:

- a. Initial Conference
- b. Peer Observations
- c. Student Evaluations (if applicable)
- d. Additional Faculty Feedback (for non-instructional faculty without student contact only)
- e. Self-Evaluation
- f. Evaluating Manager Observations (optional for part-time faculty at manager's discretion) and Summary
- g. Final Conference

The formal evaluation shall include the peer review process listed in Article 16.E.2.

For Contract, Regular, and Full-Time Temporary employees:

Two (2) qualified peers (tenured or tenure-track faculty) shall participate in the bargaining unit member's evaluation. One (1) peer shall be selected by the Academic Senate President and one peer shall be selected by the bargaining unit member being evaluated.

For Temporary Employees (Part-time/Adjunct):

One (1) peer shall participate in the bargaining unit member's evaluation. The peer shall be the appropriate faculty chair or full-time faculty designee.

For instructional bargaining unit members, the basic terms on which the formal evaluation is based may include:

1. Professional expertise in discipline. The bargaining unit member shall demonstrate satisfactory knowledge and currency in the assigned role.
2. Methodologies: Techniques of instruction, presentation, and/or student interaction. The bargaining unit member shall:
 - Use means of presenting subject content (e.g., lecture, discussion, or demonstration) which effectively facilitate learning and support diversity and inclusion. In online or partially online courses, appropriate online methodologies are utilized to achieve the outcomes and objectives and include regular, substantive interactions.
 - Employ fair and reasonable examinations and/or other assessments consistent with the objectives and outcomes of the course and aligned with the course outline of record. Regularly assess student learning and/or service area outcomes and evaluate assessment data. Faculty shall not be evaluated on the results of the student learning and/or service area outcomes.
3. Effectiveness of communication. The bargaining unit member shall:
 - Communicate to the students the objectives and outcomes of the course by use of a syllabus that also identifies related resources available to students and outlines how the course grade is to be determined.
 - Explain the concepts which comprise the course material. Demonstrate clear and respectful communication when engaged in dialogue with their students, colleagues, and others that they interact with on campus or in the community on behalf of the campus.
4. Contribution to campus culture and climate. The bargaining unit member shall demonstrate their acceptance of responsibility to support and enhance campus culture and climate. This may be demonstrated by one or more of the following but is not necessarily limited to:
 - a. Regular, Contract and Full-Temporary Faculty Only
 - Participation in committee and other work of the District, and/or college. Faculty in their first year are not required to serve on a committee. Committee assignments, club advisor duties, or other work that is within this category begin in the bargaining unit member's second year of full-time service. In lieu of committee work, club advisor duties, or other work within this category, all first-year faculty, are required to participate in new faculty orientation as delivered by the college.
 - Participation in other academic work, e.g., department, division, and faculty meetings.
 - Maintenance and submission of grades and outcomes assessments by the established deadline, if applicable.
 - Adherence to the policies and regulations of the College and/or the District (Article 13, Section (B)(1)).
 - b. Part-Time Faculty
 - Maintenance and submission of grades and outcomes assessments by the established deadline, if applicable.
 - Regular communication with faculty chairs and evaluating manager.
 - Adherence to the policies and regulations of the College and/or the District (Article 13, Section (B)(9)).

For non-instructional bargaining unit members, the basic terms on which the formal evaluation is based may include:

1. Professional expertise in discipline. The bargaining unit member shall demonstrate satisfactory knowledge and currency in the assigned role.
2. Methodologies: Techniques of instruction, presentation, and/or student interaction. The bargaining unit member shall:
 - Use means of presenting subject content, (e.g., lecture, discussion, demonstration or workshops) which effectively facilitate learning and support diversity and inclusion.
 - Employ fair and reasonable assessments, if applicable, consistent with the objectives and outcomes and aligned with the principal content. If applicable, regularly assess student learning and/or service area outcomes and evaluate assessment data. Faculty shall not be evaluated on the results of the student learning and/or service area outcomes.
3. Effectiveness of communication. The bargaining unit member shall:
 - Communicate the purpose, mission and scope of the program area.
 - Explain the department or program procedures to be followed.
 - Demonstrate clear and respectful communication when engaged in dialogue with their students, colleagues, and others that they interact with on campus or in the community on behalf of the campus.
4. Contribution to campus culture and climate. The bargaining unit member shall demonstrate their acceptance of responsibility to support and enhance campus culture and climate. This may be demonstrated by one or more of the following but is not necessarily limited to:
 - b. Regular, Contract and Full-Temporary Faculty Only
 - Participation in committee and other work of the District, and/or college. Faculty in their first year are not required to serve on a committee. Committee assignments, club advisor duties, or other work that is within this category begin in the bargaining unit member's second year of full-time service. In lieu of committee work, club advisor duties, or other work within this category, all first-year faculty, are required to participate in new faculty orientation as delivered by the college.
 - Participation in other academic work, e.g., department, division, and faculty meetings.
 - Maintenance and submission of grades and outcomes assessments by the established deadline, if applicable.
 - Adherence to the policies and regulations of the College and/or the District (Article 13, Section (B)(1)).
 - b. Part-Time Faculty
 - Maintenance and submission of grades and outcomes assessments by the established deadline, if applicable.
 - Regular communication with faculty chairs and evaluating manager.
 - Adherence to the policies and regulations of the College and/or the District (Article 13, Section (B)(9)).

Possible outcomes of the Evaluation Process:

- Meets Expectations
- Improvement Needed
- Does not meet expectations

Upon completion of the evaluation process, this form shall be placed in the faculty member's permanent personnel file after thirty (30) workdays.*

By signing this form, I acknowledge the content of the evaluation process and possible outcomes have been explained to me during the initial conference.

Evaluating Manager's Signature: _____ Date: _____

Faculty Member's Signature: _____ Date: _____

**Evaluating Manager shall provide the Faculty Member a copy of the signed Initial Conference Form at the conclusion of the Initial Conference.*

Formal Evaluation Summary
(To be completed by the Evaluating Manager)

Faculty Name: [Click or tap here to enter text.](#)

Faculty Assignment: [Click or tap here to enter text.](#)

Faculty Work Location: [Choose an item.](#)

Faculty is: ☐ a Contract Employee (Tenure-Track Probationary); evaluated at least once in each academic year.
☐ a Regular Employee (Tenured); evaluated at least once in every three academic years.
☐ a Full-Time Temporary Employee (Temporary); evaluated at least once in each academic year for the first four (4) years of employment. Thereafter, evaluation shall be at least once every six (6) regular semesters.
☐ a Temporary Employee (Part-Time/Adjunct); evaluated once per year within the first two (2) years of employment and at least once every six regular semesters thereafter.

Evaluating Manager Name: [Click or tap here to enter text.](#)

During the initial conference, the faculty member was given the opportunity to discuss the evaluation procedure and its possible outcomes with the Evaluating Manager. This discussion took place on [Click or tap to enter a date..](#)

The Final Conference was held on [Click or tap to enter a date.](#) (must be no later than the last day of the semester). The results of this formal evaluation, its summary and all related support documents were discussed **and** provided to the Faculty Member.

Faculty Member's Evaluation Process Outcome:

- ☐ meets expectations
- ☐ improvement needed (must cite deficiencies)
- ☐ does not meet expectations (must cite deficiencies)

Evaluating Manager's Observations:

[Click or tap here to enter text.](#)

Evaluating Manager's Formal Evaluation Summary:

[Click or tap here to enter text.](#)

The following specific deficiencies are cited:

[Click or tap here to enter text.](#)

For Regular, Full-Time Temporary, and Temporary (Part-Time/Adjunct) **ONLY**:
(For Contract Faculty, refer to procedures in Article 16.F).

If the formal evaluation summary cites specific deficiencies, the Evaluating Manager shall discuss appropriate steps for improvement and shall provide specific written recommendations for improvement. If the subsequent formal evaluation summary indicates that the deficiencies have been corrected, a Written Statement of Improvement shall be completed and attached to the earlier formal evaluation summary.

Evaluating Manager's Signature: _____ Date: _____

Faculty Member's Signature: _____ Date: _____

This signature shall not be automatically interpreted as agreement with the contents or findings of this document.

This form shall be placed in the Faculty Member's permanent personnel file thirty (30) calendar days after the final conference. The Faculty Member may provide a written response to the formal evaluation summary within thirty (30) calendar days of receipt of the formal evaluation summary. This response shall be signed and provided to the evaluating manager and Human Resources to be attached to the formal evaluation summary in the personnel file.

Recommendations for Improvement
for Regular, Full-Time Temporary, and Temporary (Part-Time/Adjunct) Employees
(To be completed by the Evaluating Manager)

Faculty Name: **Click or tap here to enter text.**

Faculty Assignment: **Click or tap here to enter text.**

Faculty Work Location: **Choose an item.**

Faculty is: ☐ a Regular Employee (Tenured); evaluated at least once in every three academic years.
☐ a Full-Time Temporary Employee (Temporary); evaluated at least once in each academic year for the first four (4) years of employment. Thereafter, evaluation shall be at least once every six (6) regular semesters.
☐ a Temporary Employee (Part-Time/Adjunct); evaluated once per year within the first two (2) years of employment and at least once every six regular semesters thereafter.

Evaluating Manager Name: **Click or tap here to enter text.**

Since the formal evaluation summary dated **Click or tap to enter a date.** cites specific deficiencies, a meeting was scheduled for **Click or tap to enter a date.**, between the Evaluating Manager and the Faculty Member to discuss appropriate steps for improvement.

Specific recommendations for improvement from the Evaluator:
Click or tap here to enter text.

Evaluating Manager's Signature: _____ Date: _____

Faculty Member's Signature: _____ Date: _____

This signature shall not be automatically interpreted as agreement with the contents or findings of this document.

This form shall be placed in the Faculty Member's permanent personnel file thirty (30) calendar days after the final conference. The Faculty Member may provide a written response to the formal evaluation summary within thirty (30) calendar days of receipt of the formal evaluation summary. This response shall be signed and provided to the evaluating manager and Human Resources to be attached to the formal evaluation summary in the personnel file.

Improvement Plan for Contract Employees
(To be completed by the Tenure Review Committee)

Faculty Name: **Click or tap here to enter text.**

Faculty Assignment: **Click or tap here to enter text.**

Faculty Work Location: **Choose an item.**

Faculty is: ☐ a Contract Employee (Tenure-Track Probationary); evaluated at least once in each academic year.

Evaluating Manager Name: **Click or tap here to enter text.**

Since the formal evaluation summary dated **Click or tap to enter a date.** cites specific deficiencies, the Tenure Review Committee met on **Click or tap to enter a date.** to develop an Improvement Plan in accordance with Article 16.I

Specific recommendations for improvement from the Tenure Review Committee: **Click or tap here to enter text.**

Committee Member Printed Name: **Click or tap here to enter text.** Initials: _____

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Committee Member Printed Name: **Click or tap here to enter text.** Initials: _____

Committee Member Printed Name: **Click or tap here to enter text.** Initials: _____

Faculty Member's Signature: _____ Date: _____

This signature shall not be automatically interpreted as agreement with the contents or findings of this document.

This form shall be placed in the Faculty Member's permanent personnel file thirty (30) calendar days after the final conference. The Faculty Member may provide a written response to the formal evaluation summary within thirty (30) calendar days of receipt of the formal evaluation summary. This response shall be signed and provided to the evaluating manager and Human Resources to be attached to the formal evaluation summary in the personnel file.

Written Statement of Improvement

(To be completed by the Evaluating Manager only if the formal evaluation summary cited specific deficiencies)

Faculty Name: [Click or tap here to enter text.](#)

Faculty Assignment: [Click or tap here to enter text.](#)

Faculty Work Location: [Choose an item.](#)

- Faculty is:
- ☐ a Contract Employee (Tenure-Track Probationary); evaluated at least once in each academic year.
 - ☐ a Regular Employee (Tenured); evaluated at least once in every three academic years.
 - ☐ a Full-Time Temporary Employee (Temporary); evaluated at least once in each academic year for the first four (4) years of employment. Thereafter, evaluation shall be at least once every six (6) regular semesters.
 - ☐ a Temporary Employee (Part-Time/Adjunct); evaluated once per year within the first two (2) years of employment and at least once every six regular semesters thereafter.

Evaluating Manager Name: [Click or tap here to enter text.](#)

On [Click or tap to enter a date.](#) the Faculty Member was given a Formal Evaluation Summary which listed specific deficiencies. A subsequent Formal Evaluation Summary was done on [Click or tap to enter a date.](#) which indicated that the deficiencies have been corrected.

Comments by the Evaluating Manager: [Click or tap here to enter text.](#)

This form shall be attached to the Formal Evaluation Summary which listed the specific deficiencies.

_____ Faculty Member's Signature	_____ Date	_____ Evaluating Manager's Signature	_____ Date
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This signature shall not be automatically interpreted as agreement with the contents or findings of this document.

This form shall be placed in the Faculty Member's permanent personnel file thirty (30) calendar days after the final conference. The Faculty Member may provide a written response to the formal evaluation summary within thirty (30) calendar days of receipt of the formal evaluation summary. This response shall be signed and provided to the evaluating manager and Human Resources to be attached to the formal evaluation summary in the personnel file.

Peer Evaluation Form for Instructional Bargaining Unit Member

Qualified peers are faculty who are familiar through training or experience with the assignment of the bargaining unit member undergoing evaluation. The peer evaluation process will include observation of the bargaining unit member in their assigned roles and address the applicable areas of evaluation below. If it is mutually agreed by the peer observer and the manager that observation is not possible, an interview may replace the observation.

Name of Faculty Member being Evaluated: [Click or tap here to enter text.](#)

Name of Peer Evaluator: [Click or tap here to enter text.](#)

Course(s) Taught by Faculty Member being Evaluated: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

Please indicate the basis of your evaluation:

- ☐ Observations of the employee in their relationships and communications with students, peers and other members of the college community **(Required)**

AND AT LEAST ONE OF THE FOLLOWING

- ☐ Direct observation of the employee during performance of their assigned duties.
- ☐ Interview with the employee regarding their performance in the areas listed below *(an interview may replace the direct observation only if mutually agreed by the peer observer and the manager that an observation is not possible).*

Peer evaluator comments regarding instructional bargaining unit member:

For instructional bargaining unit members, the basic terms on which the formal evaluation is based may include:

1. Professional expertise in discipline. The bargaining unit member shall demonstrate satisfactory knowledge and currency in the assigned role.
[Click or tap here to enter text.](#)
2. Methodologies: Techniques of instruction, presentation, and/or student interaction. The bargaining unit member shall:
 - Use means of presenting subject content (e.g., lecture, discussion, or demonstration) which effectively facilitate learning and support diversity and inclusion. In online or partially online courses, appropriate online methodologies are utilized to achieve the outcomes and objectives and include regular, substantive interactions.
[Click or tap here to enter text.](#)
 - Employ fair and reasonable examinations and/or other assessments consistent with the objectives and outcomes of the course and aligned with the course outline of record. Regularly assess student learning and/or service area outcomes and evaluate assessment data. Faculty shall not be evaluated on the results of the student learning and/or service area outcomes.
[Click or tap here to enter text.](#)
3. Effectiveness of communication. The bargaining unit member shall:

- Communicate to the students the objectives and outcomes of the course by use of a syllabus that also identifies related resources available to students and outlines how the course grade is to be determined.
Click or tap here to enter text.
 - Explain the concepts which comprise the course material. Demonstrate clear and respectful communication when engaged in dialogue with their students, colleagues, and others that they interact with on campus or in the community on behalf of the campus.
Click or tap here to enter text.
4. Contribution to campus culture and climate. The bargaining unit member shall demonstrate their acceptance of responsibility to support and enhance campus culture and climate. This may be demonstrated by one or more of the following but is not necessarily limited to:
- a. Regular, Contract and Full-Temporary Faculty Only
- Participation in committee and other work of the District, and/or college. Faculty in their first year are not required to serve on a committee. Committee assignments, club advisor duties, or other work that is within this category begin in the bargaining unit member's second year of full-time service. In lieu of committee work, club advisor duties, or other work within this category, all first-year faculty, are required to participate in new faculty orientation as delivered by the college.
Click or tap here to enter text.
 - Participation in other academic work, e.g., department, division, and faculty meetings.
Click or tap here to enter text.
 - Maintenance and submission of grades and outcomes assessments by the established deadline, if applicable.
Click or tap here to enter text.
 - Adherence to the policies and regulations of the College and/or the District (Article 13, Section (B)(1)).
Click or tap here to enter text.
- b. Part-Time Faculty
- Maintenance and submission of grades and outcomes assessments by the established deadline, if applicable.
Click or tap here to enter text.
 - Regular communication with faculty chairs and evaluating manager.
Click or tap here to enter text.
 - Adherence to the policies and regulations of the College and/or the District (Article 13, Section (B)(9)).
Click or tap here to enter text.

Thank you for your participation. After you have completed your evaluation, please return it to the appropriate administrator.

Peer Evaluator Signature

Date

Peer Evaluation Form for Non-Instructional Bargaining Unit Member

Qualified peers are faculty who are familiar through training or experience with the assignment of the bargaining unit member undergoing evaluation. The peer evaluation process will include observation of the bargaining unit member in their assigned roles and address the applicable areas of evaluation below. If it is mutually agreed by the peer observer and the manager that observation is not possible, an interview may replace the observation.

Name of Faculty Member being Evaluated: [Click or tap here to enter text.](#)

Name of Peer Evaluator: [Click or tap here to enter text.](#)

Primary Assignment of Faculty Member being Evaluated: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

Please indicate the basis of your evaluation:

- ☐ Observations of the employee in their relationships and communications with students, peers and other members of the college community **(Required)**

AND AT LEAST ONE OF THE FOLLOWING

- ☐ Direct observation of the employee during performance of their assigned duties.
- ☐ Interview with the employee regarding their performance in the areas listed below *(only if mutually agreed by the peer observer and the manager that an observation is not possible).*

Peer evaluator comments regarding instructional bargaining unit member:

For non-instructional bargaining unit members, the basic terms on which the formal evaluation is based may include:

1. Professional expertise in discipline. The bargaining unit member shall demonstrate satisfactory knowledge and currency in the assigned role.
[Click or tap here to enter text.](#)
2. Methodologies: Techniques of instruction, presentation, and/or student interaction. The bargaining unit member shall:
 - Use means of presenting subject content, (e.g., lecture, discussion, demonstration or workshops) which effectively facilitate learning and support diversity and inclusion.
[Click or tap here to enter text.](#)
 - Employ fair and reasonable assessments, if applicable, consistent with the objectives and outcomes and aligned with the principal content. If applicable, regularly assess student learning and/or service area outcomes and evaluate assessment data. Faculty shall not be evaluated on the results of the student learning and/or service area outcomes.
[Click or tap here to enter text.](#)
3. Effectiveness of communication. The bargaining unit member shall:
 - Communicate the purpose, mission and scope of the program area.
[Click or tap here to enter text.](#)
 - Explain the department or program procedures to be followed.

Click or tap here to enter text.

- Demonstrate clear and respectful communication when engaged in dialogue with their students, colleagues, and others that they interact with on campus or in the community on behalf of the campus.

Click or tap here to enter text.

4. Contribution to campus culture and climate. The bargaining unit member shall demonstrate their acceptance of responsibility to support and enhance campus culture and climate. This may be demonstrated by one or more of the following but is not necessarily limited to:

- a. Regular, Contract and Full-Temporary Faculty Only

- Participation in committee and other work of the District, and/or college. Faculty in their first year are not required to serve on a committee. Committee assignments, club advisor duties, or other work that is within this category begin in the bargaining unit member's second year of full-time service. In lieu of committee work, club advisor duties, or other work within this category, all first-year faculty, are required to participate in new faculty orientation as delivered by the college.

Click or tap here to enter text.

- Participation in other academic work, e.g., department, division, and faculty meetings.
Click or tap here to enter text.
- Maintenance and submission of grades and outcomes assessments by the established deadline, if applicable.
Click or tap here to enter text.
- Adherence to the policies and regulations of the College and/or the District (Article 13, Section (B)(1)).
Click or tap here to enter text.

- b. Part-Time Faculty

- Maintenance and submission of grades and outcomes assessments by the established deadline, if applicable.
Click or tap here to enter text.
- Regular communication with faculty chairs and evaluating manager.
Click or tap here to enter text.
- Adherence to the policies and regulations of the College and/or the District (Article 13, Section (B)(9)).
Click or tap here to enter text.

Thank you for your participation. After you have completed your peer evaluation, please submit it to the Evaluating Manager.

Peer Evaluator Signature

Date

Self-Evaluation Form for Bargaining Unit Member

Name of Faculty Member: [Click or tap here to enter text.](#)

Courses Taught and/or Primary Assignment: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

Keeping in mind the need to integrate equity and/or diversity in all areas of your work, please address the following items based on the current evaluation cycle:

- a. Discuss how you have demonstrated support of student success to include culturally responsive teaching and/or services (e.g., including information such as modifications to your course structure or services, approach to working with students, and an analysis of disproportionate impact in classes taught by the faculty member and strategies for addressing any disproportionately impacted groups).
[Click or tap here to enter text.](#)
- b. Describe one or two successes you have had in your role on campus.
[Click or tap here to enter text.](#)
- c. Discuss your contribution to campus community and culture (e.g., committee work, student life activities).
*not required for part-time
[Click or tap here to enter text.](#)
- d. Describe any research, seminars, trainings, or other work completed in order to expand or enhance expertise that would benefit job performance.
[Click or tap here to enter text.](#)
- e. Reflect on the results of your peer evaluations and, if applicable, student evaluations.
[Click or tap here to enter text.](#)
- f. Explain what the District can do to support you (e.g., training, resources, achieving goals) if applicable.
[Click or tap here to enter text.](#)
- g. Add anything else if desired, as related to integrating equity and/or diversity into your work.
[Click or tap here to enter text.](#)

The Faculty Member may attach any relevant supporting documentation.

After you have completed your self-evaluation, please submit it to the Evaluating Manager.

Faculty Member Signature

Date

Student Evaluations and Additional Faculty Feedback Content

Rating Scale Legend:

5-Excellent 4-Good 3-Satisfactory 2-Below Average 1-Poor N/A

The Content of Student Evaluations and Additional Faculty Feedback shall be:

Non-instructional without Student Contact, Faculty Feedback Questions:

In order to improve services and better meet your needs, we want your feedback about the effectiveness of the faculty member in this role. Please take a moment and answer the questions below. Your comments will be kept absolutely confidential. Thank you for your cooperation.

Feedback shall be given based on job title, eg. Articulation officer, coordinator, etc.

1. The (list job title) was helpful to me.
2. The (list job title) effectively performed the job duties that pertained to our interactions.
3. The (list job title) thoughtfully considered feedback.
4. The (list job title) effectively communicates information to appropriate bodies.
5. The (list job title) interactions are professional.
6. Comments

Non-instructional with Student Contact, Student Evaluation Questions:

Librarian

In order to improve our library services and better meet your needs, we want your feedback about the effectiveness of your librarian. Please take a moment and answer the questions below. Your comments will be kept absolutely confidential. Thank you for your cooperation.

1. The librarian addressed my questions.
2. The information was provided in a clear and understandable manner.
3. I was satisfied with the services provided by the librarian.
4. The librarian effectively explained how to use the library resources.
5. The interaction with the librarian was professional.
6. The librarian demonstrated an awareness of my needs.
7. Would you recommend this librarian to other students?
8. Comments

Nurse

In order to improve our nursing services and better meet your needs, we want your feedback about the effectiveness of your nurse. Please take a moment and answer the questions below. Your comments will be kept absolutely confidential. Thank you for your cooperation.

1. The nurse was attentive to my concerns/needs.
2. The information was provided in a clear and understandable manner.
3. The nurse demonstrated an awareness of my needs.
4. The interaction with the nurse was professional.
5. The nurse was approachable and demonstrated concern for me.
6. The nurse exhibited good communication skills.
7. Would you recommend this nurse to other students? (Yes/No)

8. Comments

Counselors

In order to improve our methods of counseling and better meet your needs, we want your feedback about the effectiveness of your counselor. Please take a moment and answer the questions below. Your comments will be kept absolutely confidential. Thank you for your cooperation.

1. The counselor was punctual to the scheduled appointment.
2. The counselor was approachable.
3. The interaction with the counselor was professional.
4. The counselor demonstrated an awareness of my needs.
5. The counselor was knowledgeable about programs, services, and/or transfer requirements.
6. The counselor exhibited good communication skills.
7. I have a better understanding of my next steps after speaking with the counselor.
8. The counselor explained information pertaining to my educational goals.
9. Would you recommend this counselor to other students?
10. Comments

Instructional, Student Evaluation Questions:

Instructional

In order to improve our methods of instruction and better serve your needs, we want your feedback about the effectiveness of the instructor of this class. Please take a moment and answer the questions below. Your comments will be kept absolutely confidential. Thank you for your cooperation.

1. The instructor provided a syllabus for the course.
2. The syllabus accurately describes what is involved in the course.
3. The instructor is punctual (e.g. on time for synchronous classes, prompt with responses within 24-48 business hours, etc.).
4. The instructor provides sufficient information about how to succeed in the course.
5. The instructor demonstrates knowledge of the subject.
6. The instructor communicates ideas and information clearly and effectively.
7. The structure of the class effectively promotes learning.
8. The instructor inspires interest/learning in the course material.
9. The instructor provides opportunities for student input and class discussion.
10. The instructor is respectful of different viewpoints.
11. The instructor treats students equitably.
12. The instructor makes an effort to help students succeed.
13. The instructor applies course material to the real world.
14. The instructor is available and makes it clear how to contact them outside of class.
15. The assignments and/or exams match the content of the course.
16. The instructor provides timely feedback on assignments and/or exams.
17. The instructor's system of grading is clear and follows the syllabus grading criteria.
18. Would you recommend this instructor to another student?
19. Comments