

OOI FACULTY EVALUATION PROCEDURES

1. Please review and adhere to the Cover Sheet/Schedule attached to the email sent to evaluatees and evaluators.
2. All evaluators must be trained in the evaluation process. At the beginning of each semester, an evaluation workshop is held to train all new evaluators. Evaluatees are also invited to attend the workshop.
3. Updated evaluation forms can be accessed on the District website located here: [Evaluation Forms on District Webpage](#)

The forms can be saved as Word documents to your computer.

4. All faculty being evaluated must complete a self-evaluation and should be in **report form**. **Please have the evaluatee place his/her name on this document.** The self-evaluation narrative must be submitted with the completed evaluation packet. The self-evaluation worksheet is to be used as a checklist only.
5. Please pay close attention to the date student evaluations are due. Surveys will be conducted via EvaluationKIT. The students will be sent an email to their InSite email address with a link to complete the survey. The survey will be available for two weeks for teaching faculty only.
 - a) We will be using EvaluationKIT to administer student surveys for **teaching faculty and non-teaching faculty (Counselors and Librarians)**. It is an easy process and the software calculates the scores and includes any of the student comments at the end of the survey period. .
 - b) Please forward the classes to be surveyed via this link: [Classes to be Surveyed for Faculty Evaluation](#) **DO NOT EMAIL THE INFORMATION.** Please give **at least three days notice** to the survey start dates so the information can be programmed into the EvaluationKIT software. **A confirmation email will be sent to you when the information has been entered into EvaluationKIT.** Surveys are open for two weeks for teaching faculty only.
 - c) It will be helpful if the evaluatees inform their students that they are being evaluated and that the students will receive the survey link.

Helpful Information:

The student evaluation is part of our regular effort to maintain quality instruction. Our faculty use your responses to these questions to become better teachers. We take your answers seriously, and we hope you will also take them seriously. Please write comments to explain your scores.

Your answers are anonymous; Completing this survey will in no way affect your course grade. Thank you for participating in this evaluation.

6. At the end of the survey period, the results of the student survey will be sent to the Evaluation Chair and to the faculty member (evaluatee) upon request.
7. *Completed evaluation packets (all documents) should be emailed to Leetha Robertson (lrobertson@losmedanos.edu). If you need help with formatting the **Summary Form** for signatures, please send to her and she will use Adobe Sign to obtain signatures. Please consult the [checklist](#) to make sure that you have submitted all of the documents required.*