

AFA and the District have agreed to modify the evaluations process during the COVID-19 pandemic. Below are the answers to some frequently asked questions that you may find helpful. AFA is also planning to hold some Q&A sessions for evaluatees and evaluation teams in order to provide further clarification and assistance.

1. How are evaluations different in Fall 2020?

The most important difference, which applies to all evaluations that take place in Fall 2020, is that evaluation ratings will be based solely on subject matter content and not on other aspects such as use of technology or online pedagogy.

2. What does it mean to give ratings based only on subject matter content?

The peer evaluator and other members of the evaluation team may only assign ratings based on observations of how the material presented reflects the evaluatee's disciplinary knowledge and expertise, and whether the evaluatee is teaching according to the Course Outline of Record. Choice of technology or remote teaching methodology, use of that technology or modality, and pedagogy specific to that technology or modality are not allowed to influence the evaluation ratings in any way.

3. I've noticed that some faculty members who are up for evaluation are able to choose among several options. Who gets to choose?

Adjunct faculty members with offer rights and continuing regular faculty member have the right to choose a regular evaluation, a supportive observation, or a self-evaluation.

Probationary adjunct faculty will have a regular evaluation.

Faculty members in Years 2, 3, and 4 of tenure review will go through the regular tenure review process.

Faculty members in Year 1 of tenure review will have a modified tenure review process involving supportive observations during the first half of the semester and regular tenure review evaluations in Spring 2021 (see question 5).

4. What is a supportive observation?

A supportive observation is based only on the observation of a class (or portion of an online shell) or allied student contact activity by the peer evaluator. There are no student evaluations collected, and no observation report is submitted. Instead, the peer evaluator will have a conference with the evaluatee, and will give the evaluatee constructive feedback about their teaching or other student contact activity. The evaluation team confirms that the observation and conference took place.

The form and instructions for supportive observations in regular evaluations can be found at http://www.afa-srjc.org/Forms/Faculty_SuppEval_F20_Instr.pdf .

The form and instructions for supportive observations in Year 1 of tenure review can be found at http://www.afa-srjc.org/Forms/evals-tenure_review/3a%20Faculty_SuppTR1_F20_Instr.pdf .

5. What is a self-evaluation?

A self-evaluation is completed by the evaluatee and signed off by the evaluation team. There is no separate self-assessment, and no student evaluations are collected. The evaluatee will assess the performance of their job duties as described in the contract. The form and instructions for a self-evaluation can be found at http://www.afa-srjc.org/Forms/evals-adj_fac/2b%20Faculty_SelfEval_F20_Instr.pdf .

6. How is the Year 1 tenure review process different from the usual process?

Faculty members in Year 1 of tenure review will have supportive observations (see 3. above) by the tenure review team during the first half of the semester. If, after the supportive observation is complete, the tenure review team reaches a consensus that formal evaluations should be conducted, then the team will conduct formal evaluations during the second half of the semester. All faculty members in Year 1 of tenure review will have formal observations in Spring 2021.

7. Which evaluation options require the submission of a separate self-assessment document?

Regular evaluations and all four years of tenure review evaluations require a self-assessment. Supportive observations and self-evaluations do not require a separate self-assessment document.

8. What constitutes an “observation” in a remote setting?

An observation can be conducted by doing one of the following: observing a synchronous online class, part of a class, or allied activity or by observing a week or module of asynchronous online teaching.

9. I am teaching asynchronously. How much of my course does the peer evaluator observe?

Asynchronous online observations are limited to approximately one week of teaching. You may choose to restrict access to parts of your course that are not scheduled for observation

10. For evaluations that require the collection of student evaluations, how does the peer evaluator distribute and collect the student evaluation forms?

The observer will conduct the student evaluations electronically. The link to the evaluation form and instructions can be found here: <https://de.santarosa.edu/online-instructor-evaluation>. Questions about this process can be directed to desupport@santarosa.edu.