

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**PEER-EVALUATION GUIDELINES FOR
INSTRUCTIONAL/ONLINE BARGAINING UNIT MEMBER**

Qualified peers are members of the academic staff who are knowledgeable about the subject area and course content taught by the employee undergoing evaluation and experienced in comparable types of teaching situations.

Name of Person Being Evaluated: _____

Course(s) Taught: _____

Date: _____

Peer evaluator comments regarding instructional bargaining unit member:

a. Expertise in subject matter:

- Demonstrate satisfactory knowledge of the subject(s) in which he/she works.

b. Techniques of instruction:

- Use means of presenting subject content which effectively facilitate learning;
- Provide variety in the types of teaching techniques and assignments used as appropriate;
- Employ fair and reasonable examinations, i.e., consistent with the objectives of the course and with the principal content of the course.

c. Effectiveness of communication:

- Communicate clearly to the students the objectives of the course by use of an online introduction (Online courses only) and syllabus (all courses) that also (1) identifies resources available to students that are related to the course and (2) identifies how the course grade is to be determined);
- Explain clearly the concepts which comprise the course material;
- Express him/herself clearly when engaged in email communication or dialogue with his/her students;
- Demonstrate an attitude towards students and colleagues which is conducive to communication.

d. Acceptance of responsibility:

- Participation in committee work of the District, and/or college (Does not apply to adjunct faculty);
- Participation in other academic work, e.g., department, division, and faculty meetings;
- Adhere to the policies and regulations of the College and/or the District.

e. Performance in areas of responsibility other than in the classroom, if applicable:

- Function effectively in positions of additional responsibility, e.g., as department head, coach or program coordinator, etc.

The collective bargaining agreement stipulates that peer evaluation shall be based on observations of the employee in his/her relationships and communications with students, peers and other members of the college community and on one of the following: (1) direct observation of the employee during performance of his/her assigned duties in the classroom or online, or (2) interview with the employee regarding his/her performance on items a-e above.

Please indicate below which of these constituted the basis of your evaluation:

- Observations of the employee in his/her relationships and communications with students, peers and other members of the college community

AND

- Direct observation of the employee during performance of his/her assigned duties in the classroom or online

OR

- Interview with the employee regarding his/her performance on items a-e above

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

Peer Evaluator Signature

Date