



2100 Chester Avenue
 Bakersfield, CA 93301-4099
 (661) 336-5100

Article 7 - Form B/ADJ

- Bakersfield College
- Cerro Coso College
- Porterville College

KCCD Adjunct Faculty Evaluation Materials Review and Classroom Instruction Observation

Evaluee		Evaluator	
Course	CRN	Date	
Topic for the Day			

Materials Review

The evaluee will provide the class materials to the evaluators.

Each evaluator should review a different class syllabus and samples of class materials (where applicable) using the criteria below. Evaluators should review the curriculum document of record relevant to the course materials. The following items should be referred to objectively.

Materials Review:	Strongly Agree	Agree	Disagree	Strongly Disagree	Unable to Assess	Comments
Course Organization:						
1. The syllabus describes the course content.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. The syllabus includes an outline or calendar of topics to be covered, in a logical sequence.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. Time given to course topics and assignments is appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. The syllabus effectively describes student assignments, grading criteria, course policies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5. The faculty member's expectations and policies are appropriate for the course level.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6. The syllabus states availability of accommodations for students with disabilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7. The assignments and assessment activities reflect course goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Summary Comments of Materials Review:

Classroom Instruction Observation

Each evaluator should observe a class session and evaluate the following aspects of the learning environment. The following items should be referred to objectively during the observation. If the observation does not include all of the items use the "Unable to Assess" item.

Classroom Instruction Observation:	Strongly Agree	Agree	Disagree	Strongly Disagree	Unable to Assess	Comments
Structure and Goals:						
1. Activity shows clear signs of planning and organization.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Multiple instructional elements (e.g. lecture, handouts, technology) are used, if appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. When multiple instructional elements are used, they are effectively integrated.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. Class time is used effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5. Faculty creates a learning environment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6. Presentation is clear, and transitions between topics are effective.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Behaviors:						
7. Delivery is effective and understandable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8. Faculty maintains effective eye contact.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9. Oral delivery is clear and easy to follow.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10. Rate and tone of oral delivery are effective.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11. Faculty exhibits a poised demeanor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
12. Faculty is enthusiastic about course content.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
13. Language used is understandable and at the appropriate level for the course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Faculty and Student Rapport:						
14. Faculty treats students equitably.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
15. Students are attentive.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
16. Questions are encouraged.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
17. Questions are answered clearly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Classroom Instruction Observation:	Strongly Agree	Agree	Disagree	Strongly Disagree	Unable to Assess	Comments
18. Faculty and students demonstrate respect for each other.	○	○	○	○	○	
Professional Expertise:						
19. Faculty demonstrates adequate and up-to-date knowledge of the topics presented.	○	○	○	○	○	
20. Material is appropriate for setting and course level.	○	○	○	○	○	

21. What specific strengths did you identify in this instructor?

22. Please list any specific changes needed to strengthen this instructor's effectiveness.

23. List any other suggestions for improvement.

24. Other comments or suggestions?



Materials Review and Classroom Instruction Observation Assessment

Satisfactory Needs Improvement Unsatisfactory

Evaluator's Signature	Date
-----------------------	------



Thank you for your participation.