



**Form PT-2A**  
**Observation Report Form**  
**Part-Time Faculty**  
**(Not Fully Online Section)**

Name of Person Being Evaluated:		Evaluator:	
Course:		Section Number:	
Time of Observation:	Date:	Modality:	

**PERFORMANCE INDICATORS**

Area	Criterion	Exemplary	Meets Expectations	Needs Improvement	Unsatisfactory
1. Performance of Assignment	a. Organized, clear, and accurate explanation of key concepts, principles, and relevant examples to aid in comprehension.				
	b. Using a variety of strategies and supplemental resources to respond to the diverse needs of learners.				
	c. Actively checks for understanding and supportively responds to any gaps in understanding that emerge.				
	d. Promote a learning environment of high expectations, support, and mutual respect with opportunities for learners to grow independently.				
	e. Emphasizes time-on-task, using all time with learners effectively.				
	f. Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientation, skill levels and physical and mental disabilities.				
2. Professional Responsibilities	a. Demonstrates professional communication and a collaborative approach to working with peers, staff, learners, supervisors, and the public.				
	b. Develops and uses course materials, curriculum, and exercises that are in alignment with course outlines of record or other appropriate standards.				
	c. Timely submission of records such as grades, rosters, book orders, syllabi, program review, learning outcomes, etc. as appropriate to the assignment.				
3. Professional Growth	a. Fulfills flex requirements and leverages professional obligation time to further excellence in work assignments.				
	b. Maintains current knowledge in the field while innovating or adopting new educational practices into practice.				
	c. Accepts constructive feedback without defensiveness and fairly offers constructive feedback to others when appropriate.				
	d. Demonstrates understanding of YCCD Diversity, Equity, Inclusion, and Accessibility (DEIA) and anti-racist competencies in their assignment. <input type="checkbox"/> Shows Proficiency <input type="checkbox"/> Needs Improvement				

**WRITTEN COMMENTS**

**OVERALL EVALUATION**

- Exemplary                       Meets Expectations                       Needs Improvement                       Unsatisfactory

**CHECKLIST OF ENCLOSED DOCUMENTS**

- Syllabus                       Student Survey Data                       Additional Comment Sheet (if applicable)

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**SIGNATURES**

**The above evaluation represents my best professional judgment:**

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**I have had the opportunity to read this report and discuss it with the evaluator. I recognize that I have the right to write comments regarding this evaluation and to carry out any additional self-evaluation that I wish to include.**

Faculty Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_