

EXHIBIT D.3.A – FORM FT-2A, OBSERVATION REPORT FORM



Form FT-2A
Observation Report Form
Full-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	Exceeds expectations	Satisfactory	Needs improvement	Unsatisfactory	Did not observe
1. Performance of Assignment	a. Organized, clear, and accurate explanation of key concepts, principles, and relevant examples to aid in comprehension.						
	b. Uses 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. Promotes 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.						
2. Professionalism/ 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 and promotes equitable access and an inclusive environment.						
	c. Timely submission of records such as grades, rosters, book orders, syllabi, program review, learning outcomes, etc. as appropriate to the assignment.						
	d. Participates in professional responsibilities and other internal and external professional activities that further the image and growth of the college (e.g., participation on college committees, program reviews, student activity advisement, etcetera.) (Refer to FAYCCD CBA Article 7.15)						
	e. Holds office hours as planned, keeps appointments, and adequately prepares for meetings with all stakeholders.						
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.						
	c. Demonstrates understanding of YCCD Diversity, Equity, Inclusion, and Accessibility (DEIA) and anti-racist competencies through self-evaluation.						
	<input type="checkbox"/> Shows Proficiency	<input type="checkbox"/> Needs Improvement					

WRITTEN COMMENTS / RECOMMENDATIONS

OVERALL EVALUATION

☐ Exemplary ☐ Exceeds Expectations ☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

CHECKLIST OF ENCLOSED DOCUMENTS

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

SIGNATURES

The above evaluation represents my best professional judgment:

Evaluator Signature:

Date:

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: