

## Merritt College

### Checklist for Classroom Evaluations

- Evaluations are due by **December 11, 2020.**
- Self-evaluation for Classroom Faculty and
  - **Syllabi (with methods of assessments, and a listing of assignments)**
- Classroom observation
- Student evaluations for Classroom Faculty
  - Print summary including comments from
- Administrative evaluation for Classroom Faculty
- Summary Report
- Triple check above for blanks/signatures
- Email to Inga Marciulionis ([imarciulionis@peralta.edu](mailto:imarciulionis@peralta.edu))
- Files must be labeled in order:

M. Jones, Self-Évaluation, F20.  
M. Jones, Syllabus, F20.  
M. Jones, Classroom Observation, F20.  
M. Jones, Student Evaluations, F20.  
M. Jones, Adm. Evaluation, F20.  
M. Jones, Summary Report, F20.

#### **Please fill out:**

- **Department/Evaluatee:** \_\_\_\_\_
- **Evaluator:** \_\_\_\_\_
- **Self-evaluation Date:** \_\_\_\_\_
- **Classroom Observation Date:** \_\_\_\_\_
- **Student Evaluation Date:** \_\_\_\_\_
- **Adm. Evaluation Date:** \_\_\_\_\_
- **Summary Evaluation Date:** \_\_\_\_\_
- **Eval. Rating:** \_\_\_\_\_

- **Attention: Syllabus for the course must be included.**