

San Francisco Community College District

**PEER OR PEER-MANAGEMENT EVALUATION**

**PROCEDURES FOR  
EVALUATION OF ACADEMIC EMPLOYEES**

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT**

Evaluatee (Please Print): \_\_\_\_\_

Department \_\_\_\_\_ Semester \_\_\_\_\_

PREFACE TO EVALUATORS:

Please take note of the calendar of evaluation and make sure your evaluation is concluded, signed by all the evaluators and the evaluatee, and submitted to the Office of Instruction by the end of the sixteenth week of the semester.

Notations in the boxes on the evaluation forms attached represent only a part of this evaluation. No evaluation will be complete unless you also provide thoughtful, complete written comments on the faculty member's performance in the spaces provided, using additional sheets if necessary. To provide comments on professionalism and contributions, you may want to seek information in the pre-conference with the evaluatee.

Section D of this form asks for an overall rating. Use this section to recognize the strengths and the special qualities of the evaluatee. You should also use this section to provide feedback on areas that need improvement.

Effective Fall 2009, there is a new category of overall rating: Satisfactory but Needs Improvement. The intent of this new category is to address situations in which committees identify defined areas that require significant improvement but do not warrant an unsatisfactory finding. In such situations, i.e., when committees conclude that detailed improvement plans are warranted-with follow-up by the department chair or designee (non-bargaining unit member, unless by mutual agreement) in the subsequent semester(s)-they may utilize the new category and follow-up procedures under Article 9.C.4.2.11. In Satisfactory evaluations, committees should continue to complete Section D. Please note that identifying areas for improvement does not necessarily trigger a Satisfactory but Needs Improvement finding.

Please note that in accord with Article 9.B.2.1.8, if the evaluators anticipate writing an unfavorable or unsatisfactory evaluation report, the evaluators shall so inform the evaluatee at the post-evaluation conference. The evaluators shall repeat the classroom or work site visitation(s) within ten (10) working days after the post-evaluation conference. If, as a result of the second visitation(s), the evaluation cannot be completed within the Evaluation Calendar, Article 9.A.4, such time limits shall be waived.

Submit the signed completed forms promptly to the Office of Instruction (Cloud 308).

San Francisco Community College District  
**PEER OR PEER-MANAGEMENT EVALUATION FORM**  
**FOR ACADEMIC EMPLOYEES**

**PEER EVALUATION**

**PEER-MANAGEMENT EVALUATION**

Name \_\_\_\_\_ Department \_\_\_\_\_

Instructor    Counselor    Librarian    Resource Instructor    Other - Specify: \_\_\_\_\_

Full-Time    Long-Term Substitute    Temporary Part-Time

Semester? \_\_\_\_\_

**[Use additional sheet(s) if necessary.]**

**A. PROFESSIONAL QUALITIES (To be answered for ALL FACULTY.)**

<b>1. Professionalism</b>	Satisfactory Or Better	Satisfactory but Needs Improvement	Unsatisfactory	Not Observed	Not Applicable
a. Keeps current in discipline.					
b. Has good rapport with colleagues.					
c. Accepts criticism.					
d. Submits required departmental reports/information, including census, positive attendance, and/or grade sheets on time.					
e. Maintains adequate and appropriate records.					
f. Observes health and safety regulations.					
g. Demonstrates sensitivity in working with students, faculty and staff from diverse academic, socioeconomic, cultural, sexual orientations, disabilities, and ethnic backgrounds					
h. Effectively assesses Student Learning Outcomes as stated in approved departmental documents (e.g. course outlines) and demonstrates the use of data to improve instruction and/or program.					
i. Attends required meetings (FT Tenured, LTS only), including scheduled office hours and mandatory departmental meetings.					

Comment on the professionalism of this instructor.

<b>2. Professional Contributions</b> <i>(This section does NOT pertain to part-time faculty)</i>	Satisfactory Or Better	Satisfactory but Needs Improvement	Unsatisfactory	Not Observed	Not Applicable
a. Makes contributions to the discipline/ department/district.					
b. Serves effectively on special assignments, instructionally-related assignments, committees, projects, and research and development areas as needed by the discipline/ department/ district.					
c. Bears an appropriate share of faculty responsibilities					

Comment on the professional contributions of this instructor.

**B. JOB PERFORMANCE – CLASSROOM INSTRUCTORS (INCLUDES DISTANCE EDUCATION)**

**Course Observation**

**Video Observation**

<b>1. Course Content</b> (To be answered for all CLASSROOM FACULTY.)	Satisfactory or Better	Satisfactory But Needs Improvement	Unsatisfactory	Not Observed	Not Applicable
a. The course content is up to date and appropriate.					
b. The course content is taught in an approach that is acceptable to the discipline/ department.					
c. The class segment observed and any materials furnished were pertinent to the course outline.					
d. The class is taught at an appropriate level.					
e. The pacing of the class is appropriate to the level and the material presented.					

Comment on the course content and the subject knowledge of the instructor.

<b>2. Course Presentation</b> (To be answered for CLASSROOM FACULTY.)	Satisfactory or Better	Satisfactory but Needs Improvement	Unsatisfactory	Not Observed	Not Applicable
a. Establishes a student-instructor relationship conducive to learning.					
b. Communicates ideas clearly, concisely, and effectively.					
c. Demonstrates sensitivity to the learning difficulties of the student.					
d. Stimulates students' interest in the field and their desire to learn.					
e. Tests students' progress in valid and appropriate ways.					
f. Uses class time efficiently (classroom observation only).					
g. Student-instructor contact is timely and appropriate (Distance Education only).					
h. Course structure is consistent and easy to navigate (Distance Education only).					

Comment on the course presentation of the instructor.

[When this section has been completed, continue with Section D - Overall Rating.]

**PEER or PEER-MANAGEMENT EVALUATION FOR ACADEMIC EMPLOYEES**

**C. NON-CLASSROOM FACULTY (Librarians, Counselors, Resource Instructors, Others)**

	Satisfactory or Better	Satisfactory But Needs Improvement	Unsatisfactory	Not Observed	Not Applicable
<b>1. This section to be answered only for LIBRARIANS.</b>					
a. Provides students with instruction and materials, at the reference desk, that are appropriate for their needs; is able to refer students when necessary.					
b. Maintains effective communication and outreach to department and program faculty as assigned.					
c. Contributes to building, organizing, and maintaining library collections and resources.					
d. Communicates ideas clearly, concisely, and effectively during workshops and instructional sessions at the reference desk.					
e. Presents material in ways that actively engages student learning in workshops and at the reference desk.					
f. Strives to maintain an environment conducive to study, research, reading, and learning.					

Comment on the performance of this faculty member in relation to the section above.

	Satisfactory or Better	Satisfactory But Needs Improvement	Unsatisfactory	Not Observed	Not Applicable
<b>2. This section to be answered only for COUNSELORS.</b>					
a. Provides opportunities for counselees to express concerns, listens well, and is accessible to students.					
b. Helps students define problems, and is able to support counselees in seeking solutions to their problems.					
c. Researches questions brought by counselees or direct counselees to appropriate sources of information/assistance when advisable.					
d. Keeps current with District classes, programs, resources for students.					
e. Demonstrates knowledge of District policies and procedures affecting students.					
f. Communicates well with faculty.					
g. Communicates ideas clearly, concisely, and effectively during workshops and classes, using an approach that is acceptable and in alignment with the discipline.					

Comment on the performance of this faculty member in relation to the section above.

3. <i>This section to be answered only for RESOURCE INSTRUCTORS.</i>	Satisfactory or Better	Satisfactory But Needs Improvement	Unsatisfactory	Not Observed	Not Applicable
a. Responds to instructors' resource needs.					
b. Develops instructional resources.					

Comment on the performance of this faculty member in relation to the section above.

4. <i>This section to be answered only for ALL OTHER NON CLASSROOM FACULTY.</i>	Satisfactory or Better	Satisfactory But Needs Improvement	unsatisfactory	Not Observed	Not Applicable
a. Communicates well with faculty, staff, students, and administrators as appropriate.					
b. Keeps current with District policies and programs.					

Comment on the performance of this faculty member in relation to the section above.

**Additional Criteria for Non-classroom Faculty May be Determined by Discipline/Department.**  
*(See Department Head/Dean/Director.) (Must have approval of District and Union.)*

**D. OVERALL RATING - ALL FACULTY**

**1. Strengths/Outstanding Performance Areas:**

**2. Plans for Improvement:**

**3. Summary: How do you rate overall performance of this faculty member?**

SIGNATURE PAGE

EVALUATEE (Please Print): \_\_\_\_\_

Department \_\_\_\_\_

Semester \_\_\_\_\_

OVERALL EVALUATION:

- This is a SATISFACTORY evaluation.
- This is a SATISFACTORY BUT NEEDS IMPROVEMENT evaluation. We have written an improvement plan in accord with 9.F.2.
- This is an UNSATISFACTORY evaluation. We have conducted second observations in accord with Article 9.B.2.1.8, have written an improvement plan in accord with 9.F.2, and we recommend further evaluation in accord with Article 9.D.2.

EVALUATION TEAM

Please Print Names:

Signatures:

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

Date: \_\_\_\_\_

I have had an opportunity to read this evaluation.

Evaluatee Comments, if any: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Evaluatee: \_\_\_\_\_

Date: \_\_\_\_\_

(The signature of the evaluatee shall not necessarily indicate agreement with the opinions expressed but only that she/he has had an opportunity to read this report.)

I have had an opportunity to read this evaluation, and I do not concur.

- Check one:  I have attached a rebuttal.  
 I will forward a rebuttal within one week.

Signature of Evaluatee: \_\_\_\_\_

Date: \_\_\_\_\_

The evaluatee has refused to sign this evaluation.

Committee Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_