

San Francisco Community College District
SELF EVALUATION FORM
 FOR REGULAR TENURED FULL-TIME FACULTY AND
 TEMPORARY, PART-TIME FACULTY UNDER SPECIFIED CONDITIONS
 (See Article 9, Section B.2.3)

Name _____ Department _____

Instructor Counselor Librarian Resource Instructor Other - Specify: _____
 Full-Time Part-Time

Please answer these questions as fully as you can, using the subtopics as guidelines. Attach your answers to this cover sheet and number them accordingly.

A. PROFESSIONAL QUALITIES

1. HOW DO YOU EVALUATE YOUR PROFESSIONALISM?

- 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 (full-time only), including scheduled office hours and mandatory departmental meetings.

2. HOW DO YOU EVALUATE YOUR PROFESSIONAL CONTRIBUTIONS? (This section does not pertain to temporary, part-time faculty.)

- 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 department/district.
- c. Bears an appropriate share of faculty responsibilities.

B. JOB PERFORMANCE (To be answered by ALL CLASSROOM FACULTY)

1. HOW DO YOU EVALUATE YOUR COURSE CONTENT AND SUBJECT KNOWLEDGE?

- 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 materials used are 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.

2. HOW DO YOU EVALUATE YOUR COURSE PRESENTATION?

- 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.
- g. Student-instructor contact is timely and appropriate (Distance Education Only).
- h. Course structure is consistent and easy to navigate (Distance Education Only).

C. JOB PERFORMANCE - NON-CLASSROOM FACULTY

HOW DO YOU EVALUATE YOUR PERFORMANCE IN RELATION TO THE FOLLOWING CATEGORIES THAT APPLY TO YOU?

1. This section to be answered only by LIBRARIANS.

- 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.

2. This section to be answered only by COUNSELORS.

- 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 problems.
- c. Researches questions brought by counselees or directs counselees to appropriate sources of information/assistance when advisable.
- d. Keeps current with District classes, programs and resources for students.
- e. Demonstrates knowledge of District policies and procedures affecting students.
- f. Communicates well with faculty in other departments.
- g. Communicates ideas clearly, concisely, and effectively during workshops and classes, using an approach that is acceptable and in alignment with the discipline.

3. This section to be answered only by RESOURCE INSTRUCTORS.

- a. Responds to instructors' resource needs.
- b. Develops instructional resources.

4. This section to be answered only for ALL OTHER NON-CLASSROOM FACULTY.

- a. Communicates well with faculty, staff, students, and administrators as appropriate.
- b. Keeps current with District policies and programs.

Additional Evaluation 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

HOW DO YOU RATE YOUR OVERALL PERFORMANCE?

1. Strengths/Outstanding Performance Areas
2. Plans for Improvement

SIGNATURE PAGE

Evaluatee: _____

Department: _____ Semester: _____

Date evaluation submitted to peer evaluators: _____

Evaluatee signature: _____

This evaluation is acceptable

Peer Evaluator Names	Signatures
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

Date evaluatee notified of acceptance: _____

This evaluation requires revision

Please address the following concerns. Revised evaluation due date: _____

Peer Evaluator Names	Signatures
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

We have reviewed the revised evaluation, and it is acceptable.

Peer Evaluator Names	Signatures
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

Date evaluatee notified of acceptance: _____

We recommend re-evaluation in accordance with Articles 9.C.4.1.5. and 9.B.2.

Rationale:

Peer Evaluator Names	Signatures
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

I have had an opportunity to read the reasons why the committee is recommending re-evaluation.

Evaluatee Signature: _____ Date _____

- Note: In accordance with Article 9.B.2.3.5, the evaluatee must sign the form to indicate he/she has received notice of the committee’s decision and its written criticism of the self evaluation. The evaluatee’s signed recognition does not imply acceptance of the recommendation of the committee.

I have the following objections to the conclusions of the peer evaluators:

I have attached objections to the conclusions of the peer evaluators

I will submit my objections to the conclusions of the peer evaluators to the Dean of Instruction.

Evaluatee Signature: _____ Date _____