

**D.7.1.2.Ex Exhibit F**

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**LIBRARIANS/COUNSELORS FACULTY EVALUATION BY CHAIR/SUPERVISOR**

Name: \_\_\_\_\_ Evaluation Period From \_\_\_\_\_ To \_\_\_\_\_  
Banner ID: \_\_\_\_\_ Department/Discipline: \_\_\_\_\_  
Instructor  Associate Professor  Assistant Professor  Professor   
Rank: Instructor \_\_\_\_\_ Tenure:  Yes  No Date of Employment: \_\_\_\_\_  
SAC  SPC  PAC  NVC  NLC  Department Chair/Supervisor: \_\_\_\_\_

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**GENERAL STATEMENT**

The purpose of the performance evaluation is (1) to provide information to individual faculty members concerning job performance, thus contributing to professional growth and development, and (2) to provide information for use in recommendations concerning other institutional personnel actions. Desirable outcomes of the evaluation process include improved instruction, enhancement of communication, evidence of participation in fostering working relationships with students and colleagues, creation of an atmosphere where faculty development can be readily realized and assessed and enhancement of the quality of faculty performance. This summary will be used by the department Chairperson/Supervisor or the Chairperson/Supervisor's designee. Following complete, fair and open discussion of the evaluation, the faculty member should be given ample time to respond. Space for written comments is provided.

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**REVIEW OF RELATED MATERIALS**

Have faculty member and Chair/Supervisor reviewed and discussed the following:

Position description  Yes  No  
Student Surveys (if appropriate)  Yes  No  
Peer Review  Yes  No  
Self Evaluation  Yes  No

**Comments:**

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**PERFORMANCE CHARACTERISTICS**

**E=Exceeds Expectations:** Faculty Member's performance is clearly above average. Accomplishments are significant and above the standard of the job responsibilities.

**M=Meets Expectations:** Faculty Member's performance meets all essential job requirements. Accomplishments are in accordance with the standards of the position.

**D=Does Not Meet Expectations:** Faculty Member's performance is well below the expectation of the job and requires a specific plan of action to improve noted deficiencies.

**PLEASE WRITE AN EVALUATION IN EACH CATEGORY (Teaching, Service, Professional Growth) INDICATING ONE OF THE PERFORMANCE CHARACTERISTICS NOTED ABOVE.**

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**I. TEACHING** Exceeds Meets Does Not Meet

Areas of consideration may include, but are not limited to the following:

**COMMENTS:**

**A) Classroom/Learning Environment**

- Makes use of appropriate techniques to perform duties and responsibilities effectively
- Communicates ideas
- Stimulates student interest and independent thought
- Challenges and motivates students to learn/achieve
- Maintains high academic/performance standards
- Where appropriate, provides students with written course requirements and clear assignments

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#### B) Advising

- Assists students with academic and/or career advisement
- Is available to serve student needs
- Instructs class when requested
- Works with businesses, community organizations, educational institutions and/or government agencies as appropriate

#### C) Management

- Fulfills departmental requirements for data and records in a timely manner

#### D) Student Success Measures

- Has student surveys administered in his/her classes as indicated by District policy
  - Discusses results of surveys, and other student success measures (retention, success, productive grade rate, etc.) with Chairperson/Supervisor/Designee
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### II. SERVICE

Exceeds

Meets

Does Not Meet

#### A) Discipline/Department

- Where appropriate, participates in development of course content and selection of textbooks, equipment and instructional materials  
Participates in development of departmental goals and selection of resources
- Fulfills all departmental duties and responsibilities in a timely manner
- Upholds the mission and values of the colleges and fosters effective working relationships with students and colleagues

#### B) College/District

- Serves on department, college and District committees as needed to assist in policy development, promotion or tenure review and other matters to benefit the District

#### C) Community

- Donates academic expertise in local, state or national community
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### III. PROFESSIONAL GROWTH

Exceeds

Meets

Does Not Meet

- Maintains knowledge and skills through study and research in discipline
  - Participates in professional organizations and activities
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**RECOMMENDATIONS/COMMENTS BY DEPARTMENTAL CHAIR/SUPERVISOR OR DESIGNEE :**

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**GOALS/OBJECTIVES OF FACULTY MEMBER FOR THE UPCOMING YEAR:**

**OVERALL APPRAISAL**

Exceeds

Meets

Does Not Meet

Faculty member is making satisfactory progress toward:

Promotion  Yes  No  NA

Tenure  Yes  No  NA

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Comments by Faculty Member:

I concur with this evaluation.  I do not concur with this evaluation.

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**SIGNATURES**

I certify that I have read and discussed this evaluation with this instructor.

\_\_\_\_\_  
Evaluator

\_\_\_\_\_  
Date

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I certify that I have read and discussed this evaluation with the evaluator.

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

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The dean or Vice President has reviewed and discussed this evaluation with the chair if the overall appraisal is "Does Not Meet".

\_\_\_\_\_  
Dean/Vice President

\_\_\_\_\_  
Date