

**ALAMO COLLEGES
FACULTY EVALUATION FOR COUNSELORS AND LIBRARIANS**

Name: _____ Evaluation Period From _____ To _____
 Department: _____ Banner ID: _____
 Rank: _____ Tenure: ____ Yes ____ No Date of Employment: _____
 ____ SAC ____ SPC ____ PAC ____ NVC ____ NLC Dept. Chairperson: _____

GENERAL STATEMENT

The purpose of the performance evaluation are (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, creation of an atmosphere wherein faculty development can be readily realized and assessed and enhancement of the quality of faculty performance as related to the overall mission of the Alamo Colleges. This summary will be used by the department chairperson or the chairperson's designee.

The evaluation is considered a joint venture and must be approached with the objective of fairness and mutual growth of all concerned. Essential elements are objectivity, respect for academic freedom, and a focus on job requirements as the basis for evaluation. Professional philosophical and/or personal differences should not determine judgments; nor should a single action or occurrence, whether favorable or unfavorable, provide the sole basis for an assessment. Rather, consistency and overall performance should be given due consideration. Documentation must be available to support assessments which are extremely favorable or unfavorable. While all categories might not be weighted equally, the collective ratings for the individual categories should form the basis for the overall evaluation of the faculty member.

Prior to the evaluation conference, both the faculty member and the department chairperson should review the position description. 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.

REVIEW OF POSITION DESCRIPTION

Have faculty member and chairperson reviewed position description? ____ Yes ____ No

PERFORMANCE CHARACTERISTICS

- 5 OUTSTANDING: performs very well; a model for other instructors;
- 4 VERY GOOD: performs well; demonstrates above average performance;
- 3 SATISFACTORY: performs in middle range; demonstrates average performance;
- 2 MARGINAL: demonstrates minimally acceptable performance; some changes should be made to improve instruction;
- 1 UNSATISFACTORY: does not meet minimum requirements; major changes must be made to improve instruction;
- 0 NOT APPLICABLE: not able to observe/not relevant.

PLEASE WRITE AN EVALUATION IN EACH CATEGORY INDICATING ONE OF THE PERFORMANCE CHARACTERISTICS NOTED ABOVE.

IMPORTANT FACTORS/COMPETENCIES	PERFORMANCE					
TEACHING:	5	4	3	2	1	0
QUALITY OF TEACHING						
1. A) Makes use of appropriate teaching techniques. B) Maintains academic/performance standards.						
2. A) Establishes and maintains good rapport with students; B) Stimulates student interest and independent thought, motivates students to learn/achieve.	5	4	3	2	1	0
ADVISING	5	4	3	2	1	0
3. A) Assists students with academic and/or career advisement. B) Instructs classes when assigned; C) Is available to serve student needs						
4. Works with businesses, community organizations, educational institutions and/or government agencies as appropriate	5	4	3	2	1	0
MANAGEMENT	5	4	3	2	1	0
5. A) Does effective long- and short-range planning for activities; B) Organizes time and resources for effective management; C) Fulfills departmental requirements for data and records.						
STUDENT SURVEYS	5	4	3	2	1	0
6. A) Has student surveys administered in his/her classes as indicated by district policy. B) Discusses results with chair/supervisor.						

SERVICE	5	4	3	2	1	0
7. A) Participates in development of departmental goals and selection of resources. B) Fulfills all departmental duties and responsibilities.						

8. Serves on department, college and district committees as needed to assist in policy development, promotion or tenure review and in other matters to benefit the district.	5	4	3	2	1	0
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9. Donates academic expertise in local, state or national community.	5	4	3	2	1	0
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PROFESSIONAL GROWTH (Refer to Annual Report: Faculty Evaluation)	5	4	3	2	1	0
10. Maintains knowledge and skills through study and research in discipline and through involvement in professional organizations.						

COMMENTS BY DEPARTMENTAL CHAIRPERSON OR DESIGNEE

OVERALL APPRAISAL	5	4	3	2	1	0
Is the faculty member making satisfactory progress toward: Promotion ___Yes ___No ___N/A Tenure ___Yes ___No ___NA						

Sources of Information for Evaluation:
 ___ Self-Evaluation ___ Student Evaluation ___ Peer Evaluation

OTHER (Specify)

Comments by Faculty Member:
 ___ I concur with this evaluation. ___ I do not concur with this evaluation.

SIGNATURES

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

 Evaluator Date

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

 Faculty Member Date

REVIEWED BY:

 Signature Date