

San Francisco Community College District

SELF EVALUATION GUIDELINES
FOR CONTRACT EMPLOYEE'S TENURE REVIEW PORTFOLIO

Name _____ Department _____

 Instructor Counselor Librarian Resource Instructor Other - Specify: _____

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. Attends required meetings.

2. HOW DO YOU EVALUATE YOUR PROFESSIONAL CONTRIBUTIONS?

- a. Makes contributions to the discipline/department/district.
- b. Serves effectively on special assignments, committees, projects, 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).

[Complete the applicable section(s).]

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.

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