

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 E.1.1)

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. Attends required meetings (full-time only).

**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).

## SELF EVALUATION FOR CERTAIN ACADEMIC EMPLOYEES

Page 2

*[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 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.C.4.1.5, 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 \_\_\_\_\_

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.C.4.2.7, 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).

**EVALUATION FORMS**

**EXHIBIT D**

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.)**

	Satisfact. Or Better	Satisfact. but Needs Improv.	Unsatis- factory	Not Observed	Not Applicable
<b>1. Professionalism</b>					
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 (FT Tenured, LTS only).					

Comment on the professionalism of this instructor.

\_\_\_\_\_

	Satisfact. Or Better	Satisfact. but Needs Improv.	Unsatis- factory	Not Observed	Not Applicable
<b>2. Professional Contributions (This section does NOT pertain to part-time faculty)</b>					
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.

\_\_\_\_\_

[Complete the section(s) that apply.]

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

Course Observation

Video Observation

1. Course Content <i>(To be answered for all CLASSROOM FACULTY.)</i>	Satisfact. or Better	Satisfact. But Needs Improv.	Unsatis- factory	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.

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2. Course Presentation <i>(To be answered for CLASSROOM FACULTY.)</i>	Satisfact. or Better	Satisfact. but Needs Improv.	Unsatis- factory	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.

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

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

<b>1. <i>This section to be answered only for LIBRARIANS.</i></b>	Satisfact. or Better	Satisfact. But Needs Improv.	Unsatis- factory	Not Observed	Not Applicable
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.

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<b>2. <i>This section to be answered only for COUNSELORS.</i></b>	Satisfact. or Better	Satisfact. But Needs Improv.	Unsatis- factory	Not Observed	Not Applicable
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 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.					
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.

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3. <i>This section to be answered only for RESOURCE INSTRUCTORS.</i>	Satisfact. or Better	Satisfact. But Needs Improv.	Unsatis- factory	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.

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4. <i>This section to be answered only for ALL OTHER NON-CLASSROOM FACULTY.</i>	Satisfact. or Better	Satisfact. But Needs Improv.	Unsatis- factory	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.

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**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:** \_\_\_\_\_

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**2. Plans for Improvement:** \_\_\_\_\_

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

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**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.C.4.2.12.
- This is an UNSATISFACTORY evaluation. We have conducted second observations in accord with Article 9.C.4.2.7, have written an improvement plan in accord with 9.C.4.2.14, and we recommend further evaluation in accord with Article 9.B.2.

EVALUATION TEAM

*Please Print Names:*

*Signatures:*

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

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

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

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

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

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

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

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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.)

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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: \_\_\_\_\_

San Francisco Community College District  
 NONCREDIT ONLY

**INSTRUCTOR - STUDENT EVALUATION  
 (Questions and Scale)**

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

Course: \_\_\_\_\_ Department: \_\_\_\_\_

THE INSTRUCTOR	I DON'T KNOW 0	NEVER 1	2	SOME-TIMES 3	4	ALWAYS 5
1. Explains the goals of the course.						
2. Prepares for class.						
3. Knows his/her subject.						
4. Presents material clearly.						
5. Returns assignments promptly.						
6. Makes the class interesting.						
7. Allows time for questions and discussions.						
8. Makes you feel comfortable in the classroom.						
9. Appears enthusiastic about teaching.						
10. Shows courtesy and respect to all students.						
11. Shows interest in your progress.						
12. Keeps sufficient order in the classroom.						
13. Starts and ends the class on time.						
14. Respects your individual efforts and opinions.						
15. Answers your questions and those of other students in the class.						
16. Shows respect for all racial, sexual, religious, and political groups.						

17. Would you recommend this instructor to other students?..... Yes  No

18. What is your overall evaluation of this instructor? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

19. Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# EVALUATION FORMS

# EXHIBIT D

San Francisco Community College District  
**CREDIT ONLY**  
**INSTRUCTOR - STUDENT EVALUATION**  
**(Questions and Scale)**

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

Course: \_\_\_\_\_ Department: \_\_\_\_\_

*If you wish to add any comments concerning your instructor or this evaluation, please write them on the back of this answer sheet.*

	I DON'T KNOW 0	NEVER 1	2	SOME- TIMES 3	4	ALWAYS 5
1. Does the instructor <u>organize</u> the material well?						
2. Is the instructor's <u>presentation</u> of material clear and understandable?						
3. Does the instructor seem to have adequate <u>knowledge</u> of the subject area of this course?						
4. When possible does the instructor relate <u>subject matter</u> to other fields and situations?						
5. Does the instructor <u>respect</u> your efforts and opinions as an individual?						
6. Does the instructor try to <u>interest</u> you in the subject and encourage you to learn more about it?						
7. Were your <u>responsibilities</u> in the course (exams, term papers, attendance regulations, etc.) clearly stated and explained?						
8. Is the <u>grading</u> system fair?						
9. Does the instructor <u>follow</u> his/her stated grading system?						
10. Are the methods of <u>testing</u> (examinations, papers, etc.) a valid evaluation of the knowledge and or skills you have gained from this course?						
11. Is the instructor sufficiently available to you during regularly scheduled <u>office hours</u> or at other times by appointments?						
12. Are <u>assignments</u> relevant and helpful in understanding the subject area?						
13. Is the instructor receptive to <u>questions</u> from students either during or outside class?						
14. Is the instructor <u>enthusiastic</u> about teaching this course?						
15. Does the instructor meet and dismiss class at the scheduled time?						
16. Does the instructor <u>return exams</u> and homework promptly?						
17. Does the instructor speak clearly and understandably?						
18. Does the instructor seem to be free of racial, sexual, religious and political <u>prejudices</u> ?						
19. What is your overall evaluation of this instructor?		Unsatisfactory		Average		Excellent

San Francisco Community College District  
**ESL Instructor Evaluation Questionnaire**  
**INSTRUCTOR - STUDENT EVALUATION**  
**(Questions and Scale)**

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

Course: \_\_\_\_\_ Department: \_\_\_\_\_

THE INSTRUCTOR	I DON'T KNOW 0	NEVER 1	2	SOME- TIMES 3	4	ALWAYS 5
1. The teacher explains English well.						
2. The teacher respects the students.						
3. The lesson is organized.						
4. The books and materials help me learn English.						
5. The teacher helps me understand my mistakes.						
6. The teacher wants the students to ask questions.						
7. The teacher gives time for questions.						
8. The teacher answers the questions well.						
9. The teacher returns my work quickly.						
10. The teacher starts the class on time.						
11. The teacher ends the class on time.						
12. The teacher uses class time well.						
13. The teacher likes to teach.						
14. What else would you like to say about the class? Please write your comments on the back.						

LIBRARIAN QUESTIONNAIRE

INSTRUCTOR - STUDENT EVALUATION  
(Questions and Scale)

Instructor: \_\_\_\_\_

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

Course: \_\_\_\_\_

Department: \_\_\_\_\_

	I DON'T KNOW 0	NEVER 1	2	SOME- TIMES 3	4	ALWAYS 5
1. Was the presentation well organized?						
2. Did the Library instructor seem to have adequate knowledge of research skills?						
3. Did the library instructor use examples and illustrations effectively?						
4. Did the library instructor speak clearly and understandably?						
5. Did the library instructor try to answer questions from students during or after the workshop?						
6. Did the library instructor show interest and enthusiasm in teaching the class?						
7. Did the library instructor seem to be free of racial, sexual, religious and political prejudices?						
8. Was this workshop useful and relevant to your academic needs?						
9. Do you now feel more confident about using the library resources taught in this class?						
10. What is your overall evaluation of this library instructor?		Unsatisfactory		Average		Excellent

If you wish to add any comments concerning the library instructor or this evaluation questionnaire, please write them on the back of this answer sheet.

**EVALUATION FORMS**

**EXHIBIT D**

San Francisco Community College District  
**ONLINE ONLY**

**INSTRUCTOR - STUDENT EVALUATION**  
**(Questions and Scale)**

Instructor: \_\_\_\_\_

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

Course: \_\_\_\_\_

Department: \_\_\_\_\_

	I DON'T KNOW 0	NEVER 1	2	SOME- TIMES 3	4	ALWAYS 5
1. Does the instructor <u>organize</u> the material well?						
2. Is the instructor's <u>presentation</u> of material clear and understandable?						
3. Does the instructor seem to have adequate <u>knowledge</u> of the subject area of this course?						
4. When possible does the instructor relate <u>subject matter</u> to other fields and situations?						
5. Does the instructor <u>respect</u> your efforts and opinions as an individual?						
6. Does the instructor try to <u>interest</u> you in the subject and encourage you to learn more about it?						
7. Were your <u>responsibilities</u> in the course (exams, term papers, participation requirements, etc.) clearly stated and explained?						
8. Is the <u>grading</u> system fair?						
9. Does the instructor <u>follow</u> his/her stated grading system?						
10. Are the methods of <u>testing</u> (examinations, papers, etc.) a valid evaluation of the knowledge and or skills you have gained from this course?						
11. Is the instructor sufficiently available to you during the semester?						
12. Are <u>assignments</u> relevant and helpful in understanding the subject area?						
13. Is the instructor receptive to <u>questions</u> from students?						
14. Is the instructor <u>enthusiastic</u> about teaching this course?						
15. Does the instructor respond to student inquiries in a timely manner?						
16. Does the instructor make your exam and assignment results available promptly?						
17. Does the instructor communicate clearly and understandably?						
18. Does the instructor seem to be free of racial, sexual, religious and political <u>prejudices</u> ?						
19. What is your overall evaluation of this instructor?		Unsatisfactory		Average		Excellent
20. If you wish to add any comments concerning your instructor or this evaluation questionnaire, please write them below.						