

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, instructionally-related 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 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