

San Francisco Community College District  
**PEER-MANAGEMENT EVALUATION FORM**  
**FOR CONTRACT EMPLOYEES UNDER TENURE REVIEW**

Name \_\_\_\_\_ Department \_\_\_\_\_

Instructor    Counselor    Librarian    Resource Instructor    Other - Specify: \_\_\_\_\_

Contract, 1st Year    Contract, 2nd Year    Contract, 3rd Year    Contract, 4th Year

***[Use additional sheet(s) if necessary.]***

**A. PROFESSIONAL QUALITIES** *(To be answered for ALL FACULTY.)*

<b>1. Professionalism</b>	Satisfact. Or Better	Satisfact. but Needs Improv.	Unsatis- factory	Not Observed	Not Applicable
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.					

Comment on the professionalism of this instructor.

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<b>2. Professional Contributions</b>	Satisfact. Or Better	Satisfact. but Needs Improv.	Unsatis- factory	Not Observed	Not Applicable
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.

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*[Complete the section(s) that apply.]*

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

**Course Observation**

**Video Observation**

<b>1. Course Content</b> <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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<b>2. Course Presentation</b> <i>(To be answered for all 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. This section to be answered only for LIBRARIANS.</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. This section to be answered only for COUNSELORS.</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 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.					

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. IMPROVEMENT SINCE LAST EVALUATION**

1. <i>This section to be answered for ALL FACULTY.</i>	Satisfact. or Better	Satisfact. But Needs Improv.	Unsatis- factory	Not Observed	Not Applicable
a. Seeks to improve in those areas where deficiencies were noted in previous evaluations.					
b. Maintains and updates tenure review portfolio.					
c. Endeavors to be well-informed of departmental and college goals, needs, regulations, etc.					

Comment on this employee's progress since the last evaluation *(Please give detailed comments on a., b., and c. above):* \_\_\_\_\_

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**E. OVERALL RATING - ALL FACULTY**

1. Strengths/Outstanding Performance Areas: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*To be completed when this form is used as the working document for a visitation:*

PRE-CONFERENCE: \_\_\_\_\_  
DATE TIME

VISITATION: \_\_\_\_\_  
DATE TIME

POST-CONFERENCE: \_\_\_\_\_  
DATE TIME

**SIGNATURE PAGE**

EVALUATEE (Please Print): \_\_\_\_\_

Department \_\_\_\_\_ Semester \_\_\_\_\_

**TENURE REVIEW COMMITTEE RECOMMENDATION TO BOARD OF TRUSTEES**

(See Article 9.D.7 for details)

Year	Fall	Spring
1	<b>First Semester</b> <input type="checkbox"/> Contract should be renewed for one year effective the fall semester of the next academic year <input type="checkbox"/> Contract should not be renewed	<b>Second Semester</b> <input type="checkbox"/> Contract should be renewed for one year effective the fall semester of the next academic year <input type="checkbox"/> We affirm the previous semester's recommendation that the contract should not be renewed
2	<b>Third Semester</b> <input type="checkbox"/> Contract should be renewed for two years effective the fall semester of the next academic year <input type="checkbox"/> Contract should not be renewed	<b>Fourth Semester</b> <input type="checkbox"/> Contract should be renewed for two years effective the fall semester of the next academic year <input type="checkbox"/> We affirm the previous semester's recommendation that the contract should not be renewed
3	<b>Fifth Semester</b> <i>No recommendation required</i>	<b>Sixth Semester</b> <i>No recommendation required</i>
4	<b>Seventh Semester</b> <input type="checkbox"/> Tenure should be granted effective the fall semester of the next academic year <input type="checkbox"/> Tenure should be denied	

**\*NOTE:** In the evaluation of contract employees, the base-line first semester of employment is deemed to be the first fall semester of employment.

**EVALUATION TEAM**

**Please Print Names:**

**Signatures:**

**Date:**

- |                              |          |   |
|------------------------------|----------|---|
| 1. _____<br>COMMITTEE CHAIR  | 1. _____ | _____ <input type="checkbox"/> I do not concur. |
| 2. _____<br>DEPARTMENT CHAIR | 2. _____ | _____ <input type="checkbox"/> I do not concur. |
| 3. _____                     | 3. _____ | _____ <input type="checkbox"/> I do not concur. |
| 4. _____                     | 4. _____ | _____ <input type="checkbox"/> I do not concur. |
| 5. _____                     | 5. _____ | _____ <input type="checkbox"/> I do not concur. |
| 6. _____                     | 6. _____ | _____ <input type="checkbox"/> I do not concur. |
| 7. _____                     | 7. _____ | _____ <input type="checkbox"/> I do not concur. |
| 8. _____                     | 8. _____ | _____ <input type="checkbox"/> I do not concur. |

**NOTE:** An evaluator who does not concur must attach a dissenting report.

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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: \_\_\_\_\_

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The evaluatee has refused to sign this evaluation.

Committee Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_