

Faculty Performance Review for Counselors Teaching Overload/Adjunct HCD and Librarians Teaching Overload/Adjunct Library Courses

Name: _____ Empl ID: _____ Discipline: _____

Location: ARC CRC FLC SCC Dates: (From) _____ / _____ (To) _____ / _____

Tenure-Track / Tenured Procedure: A B Temporary (LTT) Adjunct: A B Special

A. PROFESSIONAL SELF-STUDY SUBMITTED (Only required if Prior Evaluation had Recommendations)

Please check the appropriate box which best describes the employee's performance

B. PROFESSIONAL RESPONSIBILITIES

<u>TEACHING SKILLS AND CLASSROOM MANAGEMENT</u>	Unsatisfactory	Needs Improvement	Satisfactory
1. Communicates subject matter clearly, correctly and effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Adheres to the approved course outline and effectively assesses the student learning outcomes as stated in the approved course outline.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Adjusts methodologies for students/clientele with special needs and/or different learning styles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Provides clear course information, assignments or directives to students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Interacts with students and colleagues across employee groups with dignity and respect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Promotes an inclusive classroom or workplace environment that is free from harassment, prejudice or bias.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>INSTRUCTIONAL ORGANIZATION AND PLANNING</u>	Unsatisfactory	Needs Improvement	Satisfactory
7. Provides for each student a current course syllabus consistent with the approved course outline for each course taught (a copy of which will be maintained each year in the area/division office) and provides a copy to the appropriate administrator by the end of the second week of the term for 16-week classes and end of the first week for 8-week classes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Provides students with timely grading on assignments/assessments. Informs students of grades/academic status on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Makes oneself available to students/clientele; meets classes as assigned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Meets obligations on time; e.g., grades, requisitions, schedules, textbook orders, rosters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>PROFESSIONAL GROWTH AND CURRENCY</u>	Unsatisfactory	Needs Improvement	Satisfactory
11. Maintains current knowledge of field in performance of assignment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Demonstrates evidence of careful preparation in area of assignment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Demonstrates evidence of participation in professional growth and development activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>POSITIVE RELATIONSHIPS</u>	Unsatisfactory	Needs Improvement	Satisfactory
14. Works cooperatively and effectively with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Rating
(must be consistent with the factor rating although there is no prescribed formula for compiling the Overall Rating)

C. SOURCES OF INFORMATION ON WHICH REVIEW IS BASED

Self-Study (Only required if prior evaluation had recommendations)
 Student Review of Faculty Performance Equity Reflection
 Worksite Observation Mid-Semester Review Date: _____ (Faculty/Team Member Initials)
 Other _____

D. As performance review is a continuous process, recommendations and commendations should be reduced to writing and must be attached to this document. Specific recommendations for improvement must be given for each category in Section B marked "unsatisfactory" or "needs improvement."

E. RECOMMENDATION OF PERFORMANCE REVIEW COMMITTEE

TENURE-TRACK / TENURED FACULTY
 Faculty member has successfully completed performance review. To be reviewed in three years using: Procedure A Procedure B
 Faculty member to be reviewed again in one two years to review progress made on performance review recommendations.

ADJUNCT FACULTY
 Be rehired for teaching service as needed. Next review using: Procedure A Procedure B
 Not be rehired.

Note: Faculty with 2nd level preference who also have a 0.6 FTE preference load may have their preference load reduced to 0.4 FTE if their most recent performance review is overall less than satisfactory (4.10.6). Faculty with 2nd level or 3rd level preference may lose all preference after two consecutive less than satisfactory reviews (4.10.8.1).

Faculty Reviewer Date

Faculty Reviewer Date

Administrator Date

Employee Date
(I understand that I may send to the District Human Resources Office a written statement that will be attached to this performance review.)

Reviewing Administrator Date