

APPENDIX J.5



Faculty Self-Evaluation

Name: _____ Dept./Division _____ Semester/Year: _____

1. Professional Growth & Development

If this is your first evaluation, start with question 1d

a. Briefly state your job-related goals from your previous evaluation and provide a progress report on meeting them. If your goals have changed since your previous evaluation, describe them:

(fillable text box)

b. What were your supervisor's recommendations from your previous evaluation, if any? Describe any steps you have taken in response.

(fillable text box)

c. Describe your participation since your last evaluation in professional activities that have enhanced your teaching. *This may include: attendance at workshops, seminars, and professional meetings; course work you have completed; publications, conference presentations, and artistic exhibits/performances; reading and research in your field; community involvement specific to your academic area; or other appropriate activities.*

(fillable text box)

d. What has been challenging for you in your teaching or other work?

(fillable text box)

e. What has been rewarding for you in your teaching or other work?

(fillable text box)

2. Performance with Students

a. How do you assess your own work with students in an ongoing way? What have you learned that will help you in your work with students? *This may include: SLO assessment results and discussions; student performance and feedback; peer discussion and feedback, use of campus resources, or any other self-assessment methods you have found useful.*

(fillable text box)

b. Faculty should access and review available District course success data disaggregated by ethnicity. If any of those student groups show consistently lower success rates, include a brief self-assessment and plan of action outlining how you will adjust your teaching and learning practices to better support these students. Faculty are also encouraged to review disaggregated data for other demographic groups.

(fillable text box)

How do you view the following aspects of your work with students? Note that you may feel you do a good job on a criteria, but still wish to improve in that area:

Contract Criteria (Article 17.3.2)		I am satisfied with my work in this area	I would like to improve in this area	Not Applicable
a.	Clear and engaging communication with students			
b.	Effective classroom or worksite organization and management			
c.	Use of methods, materials, and technology that are challenging for students, responsive to their needs, and appropriate to the subject matter or work task			
d.	Provision of course materials that are clear, appropriate, and consistent with approved course curricula, including syllabi, grading criteria, classroom policies, student learning outcomes (SLOs); and relevant texts or other written materials and/or provision of clear and appropriate materials for students that are consistent with your job duties			
e.	Use of appropriate methods to assess student progress			
f.	Patience, fairness, and promptness in the evaluation and discussion of student work			
g.	Respect for and responsiveness to the needs of a diverse student population			
h.	Openness to the right of students to voice opinions and concerns appropriate to the class/worksite, and respect for students' rights as outlined in the Student Rights and Responsibilities Handbook			

i.	Maintenance of confidentiality			
j.	Maintenance of regular office hours at appropriate times			
k.	Meeting of course/work site objectives			
l.	Coordination with other faculty regarding curriculum sequencing and/or provision of student services when needed			
m.	Currency and depth of knowledge of information relevant to my assignment			
n.	Currency and depth of knowledge of pedagogy relevant to my assignment			
If you provide online instruction, whether hybrid, fully online, synchronous or asynchronous, how do you view your performance on the following:				
o.	Initiation of regular interaction with students to determine if they are accessing and comprehending course materials			
p.	Availability for at least the same number of instructor contact hours per week that would be available for face-to-face students			
q.	Provision to the students of clear guidelines for instructor-initiated contact and instructor feedback			
r.	Use of appropriate and varied resources to initiate and maintain contact with students, such as: discussion boards, email, announcements in the learning management system, timely feedback for student work, instructor-prepared online lectures, and instructor-prepared introductions to publisher-created materials			

If you are a Counselor, how do you view your performance on the following:				
Contract Criteria (Article 17.3.2)3		I am satisfied with my work in this area	I would like to improve in this area	Not Applicable
a.	Academic Counseling – Non-transfer degrees and certificates			
b.	Transfer Counseling – University transfer admission requirements (UC, CSU, private, out of state) and processes (application, requirements, next steps...)			
c.	Transferable Degrees – ADT, AA and AS			
d.	Career Counseling – Assessment interpretation			
e.	Career workshops, assessments, & resources			
f.	Personal Counseling and Crisis Intervention & Referral			
g.	Liaison with instructional division and departments			
h.	Liaison with community including High Schools and Universities			
i.	Making referrals and follow-up			
j.	Classes taught			
k.	Workshops led			
l.	Orientations			

Which of the above criteria, if any, (up to 3) do you feel you excel at, and why?

(fillable text box)

Which (up to 3) would you like to improve on to be more successful with students, and why?

(fillable text box)

3. Performance of Professional Responsibilities

a. Do you complete and submit required paperwork, such as grade and census reports, flex forms, and SLO class assessments, in a timely manner?

- Yes
 Needs improvement

Questions 3b and 3c are required for contract, temporary contract, and regular faculty and optional for associate faculty:

b. How have you participated in department/program and division activities? *This may include: participation in department and division meetings; work on curriculum development; participation in search committees and evaluations within your program; participation in program assessment and planning, including departmental discussions of SLO assessment results and implementation of agreed upon changes; or other appropriate activities.*

(fillable text box)

c. How have you participated in college governance and campus activities? *This may include: service on college-wide committees, participation on search and selection committees and evaluation teams outside of your program, mentoring other faculty, mentoring students, advising student clubs, attending graduation, or other appropriate activities.*

First year contract faculty: describe what you have done to learn about college governance and campus activities.

(fillable text box)

4. Professional Goals

a. What are your job related goals between now and the next evaluation? Include all aspects of your assignment.

(fillable text box)

b. What steps will you take to reach these goals?

(fillable text box)