

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).

**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 \_\_\_\_\_