

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Has good rapport with colleagues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Accepts criticism.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Submits required departmental reports/information, including census, positive attendance, and/or grade sheets on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Maintains adequate and appropriate records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Observes health and safety regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Demonstrates sensitivity in working with students, faculty, and staff from diverse academic, socioeconomic, cultural, sexual orientations, disabilities, and ethnic backgrounds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Effectively assesses Student Learning Outcomes as stated in approved departmental documents (e.g. course outlines) and demonstrates the use of data to improve instruction and/or program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Attends required meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment on the professionalism of this instructor.

<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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Serves effectively on special assignments, instructionally-related assignments, committees, projects, and research and development areas as needed by the discipline/department/ district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Bears an appropriate share of faculty responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment on the professional contributions of this instructor.

*[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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The course content is taught in an approach that is acceptable to the discipline/ department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The class segment observed and any materials furnished were pertinent to the course outline.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The class is taught at an appropriate level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. The pacing of the class is appropriate to the level and the material presented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment on the course content and the subject knowledge of the instructor.

<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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Communicates ideas clearly, concisely, and effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Demonstrates sensitivity to the learning difficulties of the student.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Stimulates students' interest in the field and their desire to learn.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Tests students' progress in valid and appropriate ways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Uses class time efficiently (classroom observation only).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Student-instructor contact is timely and appropriate (Distance Education only).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Course structure is consistent and easy to navigate (Distance Education only).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment on the course presentation of the instructor.

***[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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Maintains effective communication and outreach to department and program faculty as assigned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Contributes to building, organizing, and maintaining library collections and resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Communicates ideas clearly, concisely, and effectively during workshops and instructional sessions at the reference desk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Presents material in ways that actively engages student learning in workshops and at the reference desk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Strives to maintain an environment conducive to study, research, reading, and learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment on the performance of this faculty member in relation to the section above.

<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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Helps students define problems, and is able to support counselees in seeking solutions to their problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Researches questions brought by counselees or directs counselees to appropriate sources of information/assistance when advisable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Keeps current with District classes, programs, and resources for students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Demonstrates knowledge of District policies and procedures affecting students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Communicates well with faculty in other departments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Communicates ideas clearly, concisely, and effectively during workshops and classes, using an approach that is acceptable and in alignment with the discipline.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment on the performance of this faculty member in relation to the section above.

<b>3. This section to be answered only for RESOURCE INSTRUCTORS.</b>	Satisfact. or Better	Satisfact. But Needs Improv.	Unsatis- factory	Not Observed	Not Applicable
a. Responds to instructors' resource needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Develops instructional resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment on the performance of this faculty member in relation to the section above.

<b>4. This section to be answered only for ALL OTHER NON-CLASSROOM FACULTY.</b>	Satisfact. or Better	Satisfact. But Needs Improv.	Unsatis- factory	Not Observed	Not Applicable
a. Communicates well with faculty, staff, students, and administrators as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Keeps current with District policies and programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Additional Criteria for Non-classroom Faculty May be Determined by Discipline/Department.**  
*(See Department Head/Dean/Director.) (Must have approval of District and Union.)*

Comment on the performance of this faculty member in relation to the section above.

**D. IMPROVEMENT SINCE LAST EVALUATION**

<b>1. This section to be answered for ALL FACULTY.</b>	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Maintains and updates tenure review portfolio.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Endeavors to be well-informed of departmental and college goals, needs, regulations, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

**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. \_\_\_\_\_  
COMMITTEE CHAIR

1. \_\_\_\_\_

\_\_\_\_\_  I do not concur.

2. \_\_\_\_\_  
DEPARTMENT CHAIR

2. \_\_\_\_\_

\_\_\_\_\_  I do not concur.

3. \_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_  I do not concur.

4. \_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_  I do not concur.

5. \_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_  I do not concur.

6. \_\_\_\_\_

6. \_\_\_\_\_

\_\_\_\_\_  I do not concur.

7. \_\_\_\_\_

7. \_\_\_\_\_

\_\_\_\_\_  I do not concur.

8. \_\_\_\_\_

8. \_\_\_\_\_

\_\_\_\_\_  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: \_\_\_\_\_