

# Classroom Faculty Performance Review

Name: \_\_\_\_\_ Empl ID: \_\_\_\_\_ Discipline: \_\_\_\_\_  
 Location:  ARC  CRC  FLC  SCC Dates: (From) \_\_\_\_/\_\_\_\_/\_\_\_\_ (To) \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Tenure-Track Contract Year:  1  2  3  4  Tenured  Adjunct Procedure:  A  B  Temporary (LTT)  Special

**A. PROFESSIONAL SELF-STUDY SUBMITTED (except 1<sup>st</sup> year)**

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

**B. PROFESSIONAL RESPONSIBILITIES**

**TEACHING SKILLS AND CLASSROOM MANAGEMENT**

	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 with diverse and/or special needs and/or different learning styles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Provides clear course information, assignments and directives to students, including an introduction to the class.	<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"/>

**INSTRUCTIONAL ORGANIZATION AND PLANNING**

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 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. Maintains required office hours*; makes oneself available to students; ** 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, syllabi.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PROFESSIONAL GROWTH AND CURRENCY**

11. Maintains current knowledge of field in performance of assignment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Demonstrates evidence of 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"/>

**COLLEGE-WIDE PARTICIPATION AND POSITIVE RELATIONSHIPS**

14. Demonstrates evidence of participation in college service activities as defined in Section 4.1.3.**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Works cooperatively and effectively with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Participates in performance review process and serves on performance review committees when requested.**	<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** \* May not be applicable to adjunct faculty.  
\*\* Not required for adjunct faculty.

Self-Study  Student Review of Faculty Performance  Equity Reflection  
 Worksite Observation  Mid-Semester Review Date: \_\_\_\_\_ (Dean 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**

**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.

**TENURE-TRACK FACULTY**

Be offered a second year contract.  Not be offered a contract.  
 Be offered a third and fourth year contract.  Not be granted tenure.  
 Be granted tenure.

Note: An Overall Rating of "needs improvement" or an "unsatisfactory" in any part of B above for tenure-track faculty may lead to a recommendation to not be offered a subsequent contract or not be granted tenure.

**ADJUNCT FACULTY**

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

Note: Faculty with 2<sup>nd</sup> 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 2<sup>nd</sup> level or 3<sup>rd</sup> level preference may lose all preference after two consecutive less than satisfactory reviews (4.10.8.1).

\_\_\_\_\_  
Faculty Reviewer 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.)*

\_\_\_\_\_  
Faculty Reviewer Date

\_\_\_\_\_  
Administrator Date

\_\_\_\_\_  
Reviewing Administrator Date