

Coordinator 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

The review of coordinators will be based on seventeen standards and criteria for performance review. These seventeen will be comprised of ten core standards and an additional seven standards from the list of selectable standards that are appropriate to the work of the coordinator under review. These selectable standards are intended to allow the standards to reflect more effectively the job description and work environment of the coordinator under review. Please indicate the seven standards (selected from 11-35 below) chosen by the review team.

_____	_____	_____	_____
Faculty Reviewer	Date	Employee	Date
_____	_____	_____	_____
Faculty Reviewer	Date	Administrator	Date

A. PROFESSIONAL SELF-STUDY SUBMITTED (except 1st year)

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

B. PROFESSIONAL RESPONSIBILITIES

CORE STANDARDS FOR ALL COORDINATORS (TO BE USED FOR ALL COORDINATORS)

	Unsatisfactory	Needs Improvement	Satisfactory
1. Works effectively to develop and meet department, program and/or workplace goals and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Promotes an inclusive classroom, laboratory, or workplace environment that is free from harassment, prejudice or bias and respects the dignity of the individual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Develops appropriate, complete and accurate written information for students, clients, classified staff, and appropriate administrators (e.g., course grading records/ clientele records and reports).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Maintains required schedule; makes oneself available to students, staff, clientele, and appropriate administrators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Meets obligations on time; e.g., requisitions, schedules, reports, syllabi, grades, textbook orders, rosters, and student/clientele appointments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Maintains current knowledge of field in performance of assignment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Demonstrates evidence of participation in professional growth and development activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Demonstrates evidence of participation in college service activities as defined in Section 4.1.3.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Works cooperatively and effective with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Participates in performance review process and serves on performance review committees when requested.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SELECTABLE STANDARDS AND CRITERIA

TO BE USED WHEN COORDINATOR WORKS DIRECTLY WITH STUDENTS IN ASSISTING LEARNING OR STUDY, OR WHEN COORDINATOR TRAINS, TEACHES OR COUNSELS STUDENTS OR CLIENTS

11. Communicates subject matter clearly, correctly and effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Adjusts methodologies for students/clientele with diverse and/or special needs and/or different learning styles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Provides clear course information, assignments and directives to students, including an introduction to the class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Demonstrates evidence of careful preparation in area of assignment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. 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"/>
16. 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 of the term for 8-week classes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Adheres to the approved professional standards as stated by the California Community Counseling Programs by the Academic Senate for California Community Colleges, which include: academic, personal, career, crisis and multicultural counseling and department standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Develops appropriate, complete and accurate written information for students, e.g., transfer agreements, education plans, petitions, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TO BE USED WHEN COORDINATOR WORKS WITH OUTSIDE AGENCIES AND/OR IN PROGRAMS AND SERVICES WITH SPECIAL REGULATORY REQUIREMENTS OR ACCREDITATIONS

19. Effectively interprets and applies relevant regulations and laws governing program or service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Works effectively with outside agencies, intern providers or business and industry partners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Works effectively with faculty and administrators in creating partnerships and completing projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Effectively coordinates and/or communicates with a community advisory board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Coordinates and/or supervises community internship placements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Functions effectively as a liaison and/or resource to the larger community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TO BE USED WHEN COORDINATOR DOES RESEARCH, SCHEDULING OR PLANNING

25. Produces research products that are accurate, correct in format and appropriate in scope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Produces program, departmental or unit schedules that make effective use of staff and other resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Provides program, departmental or unit planning that meets the needs of the college.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Provides effective planning and implementation of program budget.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Assists the Area Dean in determining program or department schedules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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SELECTABLE STANDARDS AND CRITERIA (continued)

OTHER SELECTABLE STANDARDS AND CRITERIA

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 30. Demonstrates flexibility in providing coverage to meet the needs of the department or program. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Adheres to appropriate professional standards, as applicable. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Effectively schedules, assigns and/or monitors student help. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. Effectively updates, revises and/or creates programs and/or services. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. Effectively updates, revises and/or creates curriculum. | <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

* 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 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

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