Librarian 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 1st 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 clearly, correctly, and effectively with students and other members of the academic community.	☐	☐	☐
2. Adjusts methodologies for students/clientele with diverse and/or special needs and/or different learning styles.	☐	☐	☐
3. Provides clear information and materials to students and other members of the academic community.	☐	☐	☐
4. Interacts with students and colleagues across employee groups with dignity and respect.	☐	☐	☐
5. Demonstrates knowledge and application of appropriate information tools and resources.	☐	☐	☐
6. Contributes to building, organizing, accessing and maintaining library collection.	☐	☐	☐

INSTRUCTIONAL ORGANIZATION AND PLANNING

	Unsatisfactory	Needs Improvement	Satisfactory
7. Maintains required schedule; makes oneself available to students and other members of the academic community.	☐	☐	☐
8. Meets obligations on time; e.g., reports, product/service analysis, records, planning documents, orders, schedule requests, projects.	☐	☐	☐
9. Promotes an inclusive classroom or workplace environment that is free from harassment, prejudice or bias.	☐	☐	☐
10. Demonstrates flexibility in providing coverage to meet the needs of the department.	☐	☐	☐
11. Effectively plans, implements, evaluates and accepts feedback on department programs and services.	☐	☐	☐

PROFESSIONAL GROWTH AND CURRENCY

	Unsatisfactory	Needs Improvement	Satisfactory
12. Maintains current knowledge of field in performance of assignment.	☐	☐	☐
13. Demonstrates evidence of preparation in area of assignment.	☐	☐	☐
14. Demonstrates evidence of participation in professional growth and development activities.	☐	☐	☐

COLLEGE-WIDE PARTICIPATION AND POSITIVE RELATIONSHIPS

	Unsatisfactory	Needs Improvement	Satisfactory
15. Demonstrates evidence of participation in college service activities as defined in Section 4.1.3.*	☐	☐	☐
16. Works cooperatively and effectively with others.	☐	☐	☐
17. Participates in performance review process and serves on performance review committees when requested.*	☐	☐	☐
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 <u>must</u> 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
　☐ Not be rehired.   ☐ Procedure B

> 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