**San Jose∙Evergreen Community College District**

ADMINISTRATOR’S EVALUATION OF FACULTY

**FACULTY MEMBER’S NAME:**

**Evaluator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RATING SCALE:**

1. Distinguished 2. Proficient 3. Needs Improvement 4. Unsatisfactory 5. Not observed/Not applicable

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| Distinguished Performance – exceeds the requirements of the assignment. The evaluation shall include notations of exceptional performance. |
| Proficient Performance – meets the requirements of the assignment. The evaluation may include notations of exceptional performance. |
| Needs Improvement – does not fully meet the requirements of assignment. The evaluation shall include notations of areas to be improved.  |
| Does Not Meet the Requirements of Assignment- This rating indicates that the Observer does not reasonably expect the evaluatee to improve.The evaluation shall include specific areas of unsatisfactory performance.  |

**JOB PERFORMANCE:**

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**A. Professional Criteria**

###  RATING COMMENTS

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| 1. Demonstrates currency and depth of knowledge in assigned area of responsibility.
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| 1. Accepts constructive criticism.
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| 1. Submits required departmental reports/information, including census, and/or positive attendance and grade sheets on time.
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| 1. Maintains adequate and appropriate records.
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| 1. \*\* Maintains office hours and places notification on syllabus. (Adjunct faculty per Article

9.11).  |  |  |
| 1. \*\* Maintains and provides a current course syllabus.
2. ~~\*\*~~ Meets record keeping obligations on time, e.g., grades, census reports, positive attendance, textbook orders, and requisitions.
3. Employs teaching, learning and professional practices that demonstrate the ability to work with and serve individuals within a diverse campus environment. Includes multiple perspectives and equitable representation as appropriate to the subject /assignment/service area.
4. Demonstrates a continuing commitment to professional development including but not limited to activities such as; participation in professional conferences, workshops, seminars, membership in professional organizations, research projects, publishing academic work, participation in statewide committees or organizations, etc.
5. Meets all professional responsibilities.

**B. Collegial Contributions**1. Works cooperatively within the college community with students, staff, faculty and administrators. |  |  |
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| 1. Demonstrates effective communication skills.
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| 1. Demonstrates sensitivity to diversity, a respect for differences and the dignity of others.
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| 1. Fosters an environment that promotes equity and inclusion for students.
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| C. Organizational Criteria1. Demonstrates a continuing commitment to the betterment of the faculty member’s department and college through participation in responsibilities such as: course and curriculum development, committees, research and special projects as needed in the discipline/department ordistrict, and other activities as set forth in Article 12.5 (Faculty Professional Responsibility). |  |  |
| 2. \* Attends and participates in department, division and college meetings within work week, but not in conflict with the member’s primary assignment. |  |  |

### NOTE: \*Not required for Adjunct Faculty \*\* For Instructional Faculty

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