

APPENDIX E-5

Committee Member Evaluation Worksheet for Probationary Faculty (To be completed by each Committee member in preparation for completion of the Annual Evaluation Report [Appendix E-6])

Name of Faculty being evaluated: _____

Please write a narrative that specifically addresses Sections 1-3 below, Student Evaluations, and the Evaluatee's Self-Assessment (E-4) at the end of this appendix (REQUIRED):

SECTION 1: Professional Competence

- a. Demonstrates professional knowledge in their field of preparation/instruction during the performance of assigned duties.
- b. Communicates ideas, instructions, assignments, and other presentations effectively, clearly, and accurately.
- c. Knows and uses materials and delivery methods designed to achieve the objectives of the area of service assigned.
- d. Exercises prudent, reasonable, and impartial judgment in reaching decisions, resolving problems, and evaluating the work of others.
- e. Plans and organizes effectively the work involved in the assignment.

SECTION 2: Professional Responsibilities

- a. Meets promptly and effectively all contractual obligations to the District, including but not limited to turning in attendance, grades, and other reports on time, developing and distributing a welcoming course syllabus in a timely manner, keeping student office hours, and performing college service hours.
- b. Develops and utilizes effective pedagogical techniques in order to enhance the communication of ideas and promote optimal learning, critical thinking, and performance skills.
- c. Demonstrates, cultivates, and encourages: courtesy, respect and professionalism in relationships and learning environments with students, colleagues, staff members, and the community.
- d. Adherence to ethical standards and principles as per Administrative Regulation 3008 Institutional Code of Ethics.
- e. Accepts responsibility in their assigned area for the development of the educational program of the District. This includes but is not limited to assisting in the development of the curriculum for the area of their assignment, reviewing and updating course outlines, as well as reviewing and updating the curriculum to meet timelines of the Curriculum Committee.
- f. Accepts difference of opinion, attitudes, and procedures in professional matters on the part of students, faculty, and administration as important to the development of an educational institution.
- g. Demonstrates conscientious use, care, and protection of District property, supplies, and equipment.

SECTION 3: Professional Activities / Evaluatee's Self-Assessment (E-4)

- a. Demonstrates interest in keeping current on issues and developments in their academic field.
- b. Works cooperatively with students, faculty, and other members of the staff on matters of common interest and concern.
- c. Evaluates own performance, seeks appropriate help when it is needed, and accepts constructive suggestions for improvement in the assignment.
- d. Evidence of college service hours (is required to be listed in the narrative).

Narrative:

(Narrative, continued)

Overall Rating (this rating must be substantiated by your written narrative for sections 1-3 above):

- Satisfactory (3)**
- Needs Improvement (2)**
- Unsatisfactory (1)**

Print Name of Evaluator

Signature of Evaluator

Date