

APPENDIX J1.D
ADMINISTRATIVE AND PEER EVALUATION FORM
FACULTY LIBRARIANS
(Article 6 and 6A - Evaluation)
Foothill-De Anza Community College District

FACULTY NAME: _____ QUARTER: _____

DEPARTMENT/PROG: _____ ACADEMIC YR: _____

CAMPUS LOCATION: Foothill De Anza Center (specify) _____

FACULTY STATUS: (check one) Full-time Part-time

If full-time, (check one) Tenured Contract (grant-funded/temporary replacement)
 Probationary Phase I Probationary Phase II Probationary Phase III

If part-time, number of service credits in Division (per Article 7.9) _____

DUTIES: Instructor Counselor Librarian Other (specify) _____

COURSE/ACTIVITY: _____ LENGTH OF VISIT: _____

EVALUATION DATE: _____ EVALUATOR'S NAME: _____
(please print)

Date of Pre-eval meeting (required) _____ Date of Post-eval meeting (required) _____

EVALUATION TYPE: Administrative Probationary (Tenure Committee) Peer

Date: _____
Signature of Evaluator CWID

Date: _____
Signature of Division Dean

Date: _____
Signature of Vice President for Instruction or
Signature of Vice President for Student Services

I am aware of my rights as provided in the appropriate article of the District Agreement, Article 6 or Article 6A. I have read this report, am aware of the opportunity to add my own comments, and recognize that I have the right to discuss it with the President if I so desire.

Date _____ Signature of Faculty Member _____ CWID _____

The purposes of evaluation are contained in Articles 6 and 6A of the Agreement.

For Office Use Only:
Copy - Instructor _____ Update Banner _____ PAY? YES or NO DEAN AUTH. _____
Copy - Division _____ To Payroll _____ FOAP _____ INDEX CODE _____
Revised 6/2022

ADMINISTRATIVE AND PEER EVALUATION FORM FOR FACULTY
Foothill-De Anza Community College District

This form may not be modified unless agreed upon by the Board and the Faculty Association.

This form uses both objective and narrative data. Please use the rating system for each applicable criterion. Then, write a brief narrative for each section and, finally, a comprehensive summary statement.

Rating system:

EX = Exceeds Expectations	UN = Unsatisfactory
MT = Meets Expectations	NA = Not Applicable
ND = Needs Development	NO = Not Observed

SECTION I.

Librarianship	EX	MT	ND	UN	NA	NO
1. Promotes information literacy.						
2. Promotes access to and use of library.						
3. Assists students in locating appropriate materials.						
4. Assists in building, organizing, and maintaining library collection.						
5. Uses appropriate tools and technology effectively.						
6. Communicates ideas clearly and effectively.						
7. Demonstrated expertise appropriate to assigned responsibilities.						
Narrative Comments						
Workshop Instruction (if applicable)	EX	MT	ND	UN	NA	NO
8. Uses current materials and theories						
9. Uses workshop time in an effective manner						
10. Teaches at a level that supports the achievement of the learning outcomes.						
Narrative Comments						
Approaches to Student Learning – Reference	EX	MT	ND	UN	NA	NO
11. Encourages students to ask questions and follows up on queries.						
12. Introduces students to different perspectives and resources on issues.						
13. Effectively assesses student information needs and information seeking skills.						
14. Recommends library materials (level, currency, subjects) to support student and program learning outcomes .						
15. Provides welcoming environment that is conducive to learning.						

16. Narrative Comments						
Approaches to Student Learning – Workshop	EX	MT	ND	UN	NA	NO
17. Stimulates student interest in the material presented.						
18. Provides students the opportunity to engage with the material in a variety of ways.						
19. Provides welcoming workshop environment that is conducive to diverse learners.						
Narrative Comments						
Relationship with students and colleagues	EX	MT	ND	UN	NA	NO
20. Demonstrates sensitivity and respect when working with students, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses						
21. Demonstrates sensitivity and respect when working with colleagues, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses						
22. Is open to constructive feedback						
23. Works with student and/or student support services to provide reasonable accommodations and provides accessible materials where appropriate.						
24. Articulates and communicates with the academic community.						
Narrative Comments						
Other job requirements (to be completed by Dean or appropriate supervisor)	EX	MT	ND	UN	NA	NO
25. Maintains adequate records						
26. Submits required departmental documentation, including census, and/or positive attendance, and grades on time.						
27. Maintains scheduled office hours.						
28. Follows health and safety regulations.						
29. Demonstrates sensitivity and respect when working with colleagues, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses (same as 21 but ranked by dean)						
30. Attends required meetings.						
31. Responds to student communication in a timely manner, generally considered two to three school days.						
Tenured and Tenure-Track Faculty After Phase I Only						
32. Participates in curriculum updates as required by Title 5						
Narrative Comments						

Professional Responsibility	EX	MT	ND	UN	NA	NO
33. Keeps current in the discipline, pedagogy, and practices.						
34. Participates in the SLO/SAO process, including providing students access to SLOs and assessing and documenting evidence, as needed by the department (for Part-time Faculty, see Article 7.25)						
Tenured and Tenure-Track Faculty Only After Phase I Only						
35. Serves on committees, or participates in special assignments, research, program review or other projects that serve the department, discipline or college/district community						
Narrative Comments						

SECTION II. EVALUATOR'S COMPREHENSIVE SUMMARY STATEMENT:
 (This section may include, in addition to synthesis, professional activities not previously mentioned, suggestions for further growth, and professional contributions to the District.)

SECTION III. FACULTY MEMBER'S COMMENTS: