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: _____
_____ (normally 50 minutes)

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

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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

For advancement through the tenure process, earning of Professional Achievement Awards (PAA), or attainment of Reemployment Preference (REP) for part-time faculty, MT is the standard for each criteria. EX is available as a rating to recognize areas of uncommon excellence; an EX rating is not required for tenure, PAA, or REP.

A rating of ND or UN does not prevent one from advancing through the tenure process, earning a PAA, or attaining REP. It is the entirety of the evaluation that is considered in these decisions, and faculty are given an opportunity to demonstrate improvement in cases of ND or UN ratings.

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.						
11. Stimulates student interest in the material presented.						
12. Provides students the opportunity to engage with the material in a variety of ways.						
13. Provides welcoming workshop environment that is conducive to diverse learners.						
Narrative Comments						

Approaches to Student Learning – Reference	EX	MT	ND	UN	NA	NO
11. 14. Encourages students to ask questions and follows up on queries.						
12. 15. Introduces students to different perspectives and resources on issues.						
13. 16. Effectively assesses student information needs and information seeking skills.						
14. 17. Recommends library materials (level, currency, subjects) to support student and program learning outcomes .						
15. 18. 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. 19. 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. 20. 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. 21. Is Displays openness to constructive feedback.						
23. 22. Works with student and/or student support services to provide reasonable accommodations and provides accessible materials where appropriate.						
24. 23. 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. 24. Maintains adequate records.						
26. 25. Submits required departmental documentation, including census, and/or positive attendance, and grades on time.						
27. 26. Maintains scheduled office hours.						
28. 27. Follows health and safety regulations.						

	EX	MT	ND	UN	NA	NO
29.28. 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)						
30.29. Attends required meetings.						
31.30. Responds to student student, department/division, or college/District 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 the department, discipline, or college/district community through membership on committees, participation in special assignments, program review, or other projects/research. 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: