

BASIC AND COMPREHENSIVE EVALUATION SUMMARY FORM FOR ALL FACULTY

Name of Faculty Member: _____ Employee#: _____

Discipline: _____ Department: _____ College: _____

Evaluation Type: ☐ Basic ☐ Comprehensive

Status: ☐ Full time regular faculty

Check all that apply: ☐ Tenure track contract faculty

Select: ☐ B-1 ☐ B-2 ☐ B-3 (year: ☐ 3 or ☐ 4)

☐ Limited (including PACE) or long-term substitute

☐ Adjunct faculty

This evaluation applies to, check all that apply: ☐ Face to Face Class ☐ Online ☐ Hybrid

A. Professional Qualities

Professionalism	Meets/Exceeds Expectations	Needs to Improve
1. Keeps current in discipline.	<input type="checkbox"/>	<input type="checkbox"/>
2. Interacts or communicates with peers.	<input type="checkbox"/>	<input type="checkbox"/>
3. Accepts constructive criticism well.	<input type="checkbox"/>	<input type="checkbox"/>
4. Maintains adequate and appropriate records.	<input type="checkbox"/>	<input type="checkbox"/>
5. Submits grades and/or other required information on time.	<input type="checkbox"/>	<input type="checkbox"/>
6. Attends required meetings.	<input type="checkbox"/>	<input type="checkbox"/>
7. Is regularly available to students.	<input type="checkbox"/>	<input type="checkbox"/>
8. Fulfills professional development responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>
9. Participates in culturally responsive training.	<input type="checkbox"/>	<input type="checkbox"/>
Sources: (state sources of data)		

Professional Contributions	Meets/Exceeds Expectations	Needs to Improve
10. Faculty includes SLOs on class syllabi.	<input type="checkbox"/>	<input type="checkbox"/>
11. (For Full Time Faculty Only) Makes appropriate contribution to the college by serving effectively on a committee, projects, special assignments, etc.	<input type="checkbox"/>	<input type="checkbox"/>
12. (For Full Time Faculty Only) Makes appropriate contributions to the discipline/department and assumes an appropriate share of faculty responsibilities	<input type="checkbox"/>	<input type="checkbox"/>
13. (For All Faculty) Develops and disseminates course syllabi consistent with appropriate Board Rules.	<input type="checkbox"/>	<input type="checkbox"/>
Sources: (state sources of data)		

APPENDIX C – SECTION II

B. Attach appropriate form for Section B. Complete Sections C and D.

C. Overall Evaluation: ☐ Satisfactory ☐ Needs to improve ☐ Unsatisfactory

D. Comments, Recommendations, and Improvement Plans where applicable:

Insert comments in text box or attach a separate piece of paper:

E. Faculty Professional Growth Goals/Plan for next evaluation period: (Evaluatee Generated)

Insert comments in text box or attach a separate piece of paper:

(Select signature section below based on the type of evaluation completed)

Comprehensive Evaluation	<input type="checkbox"/>	Tenure Review	<input type="checkbox"/>	Peer Review Committee Signatures
Required as per Article 19 and 42				
Print Name (Chair)		Signature		Date
Print Name (Dept. Rep)		Signature		Date
Print Name (Selected Rep)		Signature		Date
Print Name (Admin Rep)		Signature		Date
Print Name (Senate Rep)		Signature		Date
Basic Evaluation for full-time or adjunct faculty — Evaluator Signature (Department Chair or Designee)				
Required				
Print Name (Chair)		Signature		Date

Evaluee Signature Required for Basic and Comprehensive Evaluations

I have received a copy of this evaluation but my signature does not necessarily indicate my agreement. I understand that I have ten (10) working days to have a written statement attached to this evaluation before it is sent to my personnel file in the Human Resources Division.

Print Name _____ Signature _____ Date _____

Accepted by appropriate Vice President or designee

Print Name: _____ Signature: _____ Date: _____

APPENDIX C – SECTION II

Name of Faculty Member: _____

B. Knowledge, Skill and Ability as a Librarian		Meets/Exceeds Expectations	Needs Improvement
1.	Demonstrates knowledge of library science and service	<input type="checkbox"/>	<input type="checkbox"/>
2.	Demonstrates knowledge of current trends and technology in library science	<input type="checkbox"/>	<input type="checkbox"/>
3.	Demonstrates knowledge of research methods and resources	<input type="checkbox"/>	<input type="checkbox"/>
4.	Assists members of the college community in reaching reference and research objectives	<input type="checkbox"/>	<input type="checkbox"/>
5.	Communicates clearly and effectively	<input type="checkbox"/>	<input type="checkbox"/>
6.	Creates and maintains an environment conducive to learning	<input type="checkbox"/>	<input type="checkbox"/>
7.	Demonstrates knowledge of resources and opportunities available to special needs students	<input type="checkbox"/>	<input type="checkbox"/>
8.	Demonstrates ability to work with students one to one and in groups	<input type="checkbox"/>	<input type="checkbox"/>
9.	Actively consults with librarians, and other departments to provide students with up- to-date information about changes and new programs	<input type="checkbox"/>	<input type="checkbox"/>
10.	Effectively plans and implements department programs and services	<input type="checkbox"/>	<input type="checkbox"/>
11.	Facilitates self-reliance in library usage	<input type="checkbox"/>	<input type="checkbox"/>
12.	Maintains work schedule	<input type="checkbox"/>	<input type="checkbox"/>
13.	Maintains required records and submits reports in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>
14.	Functions effectively with a minimum of supervision	<input type="checkbox"/>	<input type="checkbox"/>
15.	Demonstrates sensitivity in working with students, faculty, and staff with diverse backgrounds and needs	<input type="checkbox"/>	<input type="checkbox"/>
16.	Demonstrates ability to work with colleagues within the library including the department chair	<input type="checkbox"/>	<input type="checkbox"/>
17.	Uses good judgment.	<input type="checkbox"/>	<input type="checkbox"/>

Sources: (State sources of data).	Narrative assessment: (insert comments here or attach separate sheet).