

APPENDIX IV

This Appendix consists of copies of the official **Adjunct Faculty Appraisal Forms** referenced in Article XV, Section 15.1.14 of this Agreement. There are three forms, one each for Adjunct Classroom Faculty, Counselors, and Librarians.

The official **Faculty Appraisal Guide** is referenced in 15.1.14 above. The guide describes evaluation domains and criteria, as well as evidence of effectiveness. In addition, the guide lists several "examples of performance" for each criterion. These examples primarily describe behaviors that may indicate whether and how well a faculty member meets the various criteria.

Faculty not covered by one of these forms may modify the most suitable, in concert with the appropriate manager and the Guild.

SDCCD – Adjunct Faculty Appraisal Form For: _____
 (Evallee's Name)

CRITERIA	Needs Development	Satisfactory	Exceeds Standards	Unable to Observe
1. Current Subject Area Knowledge/Professional Development	[]	[]	[]	[]
2. Knowledge of Learning Theory	[]	[]	[]	[]
3. Course Conceptualization/Integration	[]	[]	[]	[]
4. Organizing/Planning	[]	[]	[]	[]
5. Innovation/Resourcefulness	[]	[]	[]	[]
6. Presentation Skills	[]	[]	[]	[]
7. Adaptability/Flexibility	[]	[]	[]	[]
8. Facilitation Skills	[]	[]	[]	[]
9. Assessment	[]	[]	[]	[]
10. Feedback Skills	[]	[]	[]	[]
11. Skill in Creating the Learning Environment	[]	[]	[]	[]
12. Skill in Managing Class Time	[]	[]	[]	[]
13. Skill in Making Content Relevant	[]	[]	[]	[]
14. Skill in Establishing Rapport/Trust	[]	[]	[]	[]
15. Timely Response to Administrative Requirements (for Chair/Dean to evaluate)	[]	[]	[]	[]
16. Demonstrated respect for colleagues, for the traditional concepts of academic freedom, and for the commonly agreed upon ethics of their profession	[]	[]	[]	[]
17. Demonstrated sensitivity to the issues of diversity, equity, inclusion, and accessibility	[]	[]	[]	[]
OVERALL RATING:	Needs Development []	Satisfactory []	Exceeds Standards []	

SIGNATURES:

EVALLEE _____

DATES:

DEPARTMENT or PROGRAM CHAIR/DESIGNEE _____

APPROPRIATE MANAGER

San Diego Community College District Adjunct Faculty Appraisal Form - COUNSELOR

For: _____

(Evaluatee's Name)

Criteria	Needs Development	Satisfactory	Exceeds Standards	Unable to Observe
1. Keeping Reports, Records, Ed Plans, & other Documentation	[]	[]	[]	[]
2. Special Functions	[]	[]	[]	[]
3. Organizing & Planning	[]	[]	[]	[]
4. Individual Counseling	[]	[]	[]	[]
5. Group Counseling	[]	[]	[]	[]
6. Assessment	[]	[]	[]	[]
7. Group Presentation	[]	[]	[]	[]
8. Knowledge & Utilization of Academic Programs and Curricula, Transfer Information, Resources, & District Procedure	[]	[]	[]	[]
9. Professional Growth & Ongoing Preparation	[]	[]	[]	[]
10. Communication	[]	[]	[]	[]
11. Leadership/Influence	[]	[]	[]	[]
12. Timely Response to Administrative Requirements (for Chair/Dean to evaluate)	[]	[]	[]	[]
13. Demonstrated respect for colleagues, for the traditional concepts of academic freedom, and for the commonly agreed upon ethics of their profession	[]	[]	[]	[]
14. Demonstrated sensitivity to the issues of diversity, equity, inclusion, and accessibility	[]	[]	[]	[]
OVERALL RATING:	Needs Development	Satisfactory	Exceeds Standards	
	[]	[]	[]	

SIGNATURES:

EVALUEE _____

DEPARTMENT or PROGRAM CHAIR/DESIGNEE _____

APPROPRIATE MANAGER

DATES:

San Diego Community College District
Adjunct Faculty Appraisal Form
LIBRARIAN

For: _____
(Evaluatee's Name)

Domains / Criteria	N/A	Needs Development	Satisfactory	Exceeds Standards
PUBLIC and TECHNICAL SERVICES				
1. Reference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Access Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Technical Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Library Services Platform Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COLLECTION MANAGEMENT				
6. Overall Knowledge of the Collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Collection Evaluation & Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Collection Selection and De-selection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPERATIONAL LEADERSHIP				
9. Organizing & Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Staff Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SDCCD KNOWLEDGE and INVOLVEMENT				
11. Campus/District Involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Campus/District Policies & Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Liaison with Faculty & Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Timely Response to Administrative Requirements (for Chair/Dean to evaluate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Demonstrated respect for colleagues, for the traditional concepts of academic freedom, and for the commonly agreed upon ethics of their profession	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Demonstrated sensitivity to the issues of diversity, equity, inclusion, and accessibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIBRARIANSHIP MASTERY				
17. Continuing Education/Professional Involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Rating:	Needs Development	Satisfactory	Exceeds Standards	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signatures:

Dates:

EVALUEE

DEPARTMENT or PROGRAM CHAIR/DESIGNEE

APPROPRIATE MANAGER