

CUESTA COLLEGE
DEAN/DIRECTOR EVALUATION OF LIBRARY FACULTY

This form is to be used for all relevant parts of the evaluation process. Each section is to be filled out by a Dean or Director. The processes and procedures that govern all faculty evaluations are set forth in Article VII of the District/CCFT Collective Bargaining Agreement (C.B.A.). To find the C.B.A., point your browser to <http://ccft.org/contract.htm> for the on-line contract.

Employee:			Semester:		
<input type="checkbox"/> Regular Tenured <input type="checkbox"/> Tenure-track - <i>How many semesters taught at Cuesta:</i> <input type="checkbox"/> Temporary <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time - <i>How many semesters taught at Cuesta:</i> <input type="checkbox"/> Temporary without assignment rights - <i>How many semesters taught at Cuesta:</i>					
Evaluator(s):	Observation Date:	Time:	Room #:	Class:	Section:

INSTRUCTIONS FOR EVALUATOR:

1. The attached forms are to be used in the evaluation of the performance of tenured, tenure-track, or temporary faculty member.
2. All instructional faculty are to be evaluated pursuant to Evaluation Form Sections I, II, III, IV, and V. Sections IX (“Progress on Previous Plan for Improvement”) and VI (“Plan for Improvement”) are to be utilized **only when it is applicable to the faculty member who is being evaluated**. If a plan for improvement exists, the Dean/Director will review the previous evaluation, including the plan for improvement (C.B.A. 7.12.1.1).
3. The post-evaluation conference will consist of reviewing the peer review committee evaluation, student evaluations, the self-evaluation, the dean/director’s findings based upon (C.B.A. 7.9.1 or 7.9.2), the dean/director’s assessment of student success, and the establishment of goals to improve performance (when applicable). The completed **Dean/Director Evaluation Form** shall be signed by the faculty member being evaluated and by the appropriate dean/director (C.B.A. 7.11).
4. The term **Disagree** is synonymous with the contractual term **Needs Improvement**, and the term **Strongly Disagree** is synonymous with the contractual term **Unsatisfactory** (C.B.A. 7.12).

Strongly agree	This rating implies that the individual's performance reflects the highest degree of productivity and effectiveness. This rating should be used to differentiate specific criteria where the individual has demonstrated exceptional ability that is especially noteworthy or markedly apparent.
Agree	This rating implies that the individual's performance consistently meets the standards for the given criteria. The individual is consistently effective and productive.
Somewhat agree	This rating implies that the individual’s performance often meets the standard. The individual frequently is effective and productive.
Disagree (needs improvement)	This rating implies that the individual's performance partially meets the standards for the given criteria. There are areas of deficiency or ineffectiveness; it is expected that with increased attention to those areas, the individual's performance will subsequently meet the standards.
Strongly disagree (unsatisfactory)	This rating implies that the individual's performance has failed to meet the standards for the given criteria. A considerable deficiency or lack of effectiveness is observed.

SECTION I: Dean/Director Evaluation of Library Faculty

(Please mark N/A for any of the items that do not apply; completing the "Comments" portion is optional)

1. This librarian makes effective use of his/her time on the reference desk.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

2. This librarian is prepared and organized.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

3. This librarian was courteous and helpful.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

4. This librarian introduces students to different perspectives and resources on issues and problem solving methods.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

5. This librarian effectively assesses students' information needs and their information seeking knowledge and skills.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

6. This librarian clearly explains and demonstrates how to locate needed information and use different library resources.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

7. This librarian provides helpful assistance and feedback on student information needs and their use of library resources.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

8. This librarian creates a positive learning environment.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

9. This librarian demonstrates currency and appropriate depth of knowledge in discipline.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

10. This librarian fosters critical thinking and promotes information literacy.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

11. This librarian presents information clearly and effectively.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

12. This librarian responds productively to student questions.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

13. This librarian demonstrates enthusiasm for and interest in the subject matter.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

SECTION II: Dean/Director Evaluation of Library Faculty

1. This librarian maintains currency in one's academic field and faculty service area (professional development).

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

2. This librarian maintains a good working relationship with students.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

3. This librarian is regularly available for help during posted office hours (not required for part-time faculty).

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

4. This librarian adheres to the course outline.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

5. This librarian respects student confidentiality.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

6. This librarian begins and ends class on time.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

7. This librarian meets the scheduled class or service days and hours.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

8. This librarian works collegially with other faculty and staff in the division/service area.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

9. This librarian communicates civilly with other faculty and staff in the division/service area.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

10. This librarian attends required division meetings (not required for part-time faculty).

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

11. This librarian meets divisional and/or college-wide committee/governance obligations (see Article V of current CCFT contract) (not required for part-time faculty).

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

12. This librarian meets divisional and college obligations on time (e.g., textbook orders, flex contracts, grades, early alert, schedules, reports, and requisitions).

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

13. This librarian gives final exams in accordance with the official schedule unless permission has been received from the area Dean or Director to do otherwise (not applicable to faculty not teaching classes).

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

14. This librarian maintains educational and professional contacts with the community when relevant to professional commitments (not applicable unless specifically required by law or job description).

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

SECTION VIII. FACULTY PERFORMANCE NARRATIVE REVIEW

Comment fully and specifically, justifying the overall evaluation. A summary of the Dean/Director's findings and recommendations should be described below or attached. Comments shall include a statement of assessment of Section VII. Attach additional pages if necessary. *Written comments are required for a minimum of 1 of the 3 areas below.*

Commendations:**Considerations:****Recommendations:**

SECTION IX. PLAN FOR IMPROVEMENT. Applicable only when the overall evaluation is “**Disagree**” (Needs Improvement) or “**Strongly Disagree**” (Unsatisfactory).

Self Evaluation Form Peer Evaluation Form Student Evaluations**Applicable Signatures:**_____
Dean/Director_____
Date_____
Faculty Member_____
Date

The above-signed individuals have read and discussed this evaluation. Faculty member's signature acknowledges receipt of a copy of the evaluation document. It does not necessarily signify agreement. The faculty member has ten days to respond in writing to this evaluation, if desired.