



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Office of Human Resources
Evaluation: Library Faculty Performance Form



The evaluator will indicate which items appeared during the observation by checking the appropriate line.

Check each of the following if observed, but note: no single Library Faculty person is expected to perform all of these tasks in any single observation period and it is understood that some librarians specialize in the services that they provide.

(The Library Performance Form is required and must be forwarded to the supervisor)

Evaluee: Full-time Part-time
Location: Chabot College Las Positas College
Semester: Spring Summer Fall Year: _____

(Please Print)

Evaluee Name: _____ Date: ___/___/___

Evaluator Name: _____ Date: ___/___/___

Observation Date: ___/___/___ Observation Time: _____

I have read and received a copy of this observation of instruction. *

Library Faculty signature: _____ **Date:** ___/___/___

Evaluator signature: _____ **Date:** ___/___/___

***The instructor being observed has the right to append a statement to this observation.**

1. The Librarian provided reference assistance to students, faculty, staff and others in utilizing the library's resources.

Yes No Not Applicable

Evaluator Observation:

2. The Librarian instructed students in library skills/research methods in formal classes and/or in informal sessions.

Yes No Not Applicable

Evaluator Observation:

3. The Librarian developed, selected, and maintained a collection of library resources to support the instructional program.

Yes No Not Applicable

Evaluator Observation:

4. The Librarian sought collaborative relationships with faculty for developing assignments and supporting coursework.

Yes No Not Applicable

Evaluator Observation:

5. The Librarian developed and taught credit and/or non-credit classes in library skills.

Yes No Not Applicable

Evaluator Observation:

6. The Librarian developed instructional materials that facilitate use of the library.

Yes No Not Applicable

Evaluator Observation:

7. The Librarian worked as a key member in the library's collaborative team environment.

Yes No Not Applicable

Evaluator Observation:

8. Librarian engaged in active leadership in governance of college.

Yes No Not Applicable

Evaluator Observation:

9. Librarian participated in college curriculum development.

Yes No Not Applicable

Evaluator Observation:

10. Librarian took advantage of professional development opportunities to keep research and technology skills up-to-date.

Yes

No

Not Applicable

Evaluator Observation:

SECTION II: EVALUATOR NOTES AND SUMMARY COMMENTS

Please check one and summarized below:

Satisfactory

Needs Improvement

Unsatisfactory

Please describe at least one observed teaching strategy and one delivery method observed. For example, what did you observe to indicate the instructor helped students apply new concepts/processes/skills? This is also the space for elaborating on the observation of instruction, noting strengths and suggestions related to the contract's standards for instruction and excellence in working with students, including accomplishing the course outline and including a summary of Student Response to Instruction.

Summary Comments

SECTION III: APPROPRIATE ADMINISTRATOR'S SUMMARY

Instructor' Name: _____ **W #** _____
(please print name)

Please check one and summarized below:

Satisfactory Needs Improvement Unsatisfactory

I have read and received a copy of this Administrative Summary and Evaluation.

Instructor signature: _____ **Date:** ____/____/____

Administrator signature: _____ **Date:** ____/____/____

*** The instructor being observed has the right to append a statement to this Administrative Summary and Evaluation.**

Below is the space for the appropriate Administrator to provide a final summary and overall evaluation on Faculty based on:*

- (1) Applicable contractual faculty standards, including:
 - Fulfillment of collegial responsibilities (14F.3, 14G.4, 14H.3, 14I.3)
 - Excellence in working with students (15C.2)
 - Participate in program and subject area improvement tasks (15C.5c)
 - Meet deadlines and submittal of grades and Census Reports (15C.5d)
 - Meet additional specific standards for instructional faculty (15C.6, 15C.7, 15C.8, 15C.9);

- (2) Part-time Faculty member's participation in professional responsibilities as described below:
18I.7c.1 Participate in program and subject area improvement tasks such as creating and assessment of Student Learning Outcomes (SLOs), Service Area Outcomes (SAOs), Course Learning Outcomes (CLOs) and Program Learning Outcomes (PLOs), program review, and curriculum development.

Summary Comments (Attach extra sheets if necessary)

Reference: Article 14B.3, 14F.2b, 14F.3, 14G.4, 14H.3, 14I.3, 15B.3, 15F.2a, 15F.2a2, 15G.2, 18I.1c – Faculty Collective Bargaining Agreement