



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: _____

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.

SECTION I: OBSERVATIONS

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

☐ Yes

☐ No

☐ Not Applicable

Comment(s):

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

☐ Yes

☐ No

☐ Not Applicable

Comment(s):

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

☐ Yes

☐ No

☐ Not Applicable

Comment(s):

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

☐ Yes

☐ No

☐ Not Applicable

Comment(s):

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

☐ Yes

☐ No

☐ Not Applicable

Comment(s):

The Librarian developed instructional materials that facilitate use of the library

☐ Yes

☐ No

☐ Not Applicable

Comment(s):

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

☐ Yes

☐ No

☐ Not Applicable

Comment(s):

Librarian engaged in active leadership in governance of college.

☐ Yes

☐ No

☐ Not Applicable

Comment(s):

Librarian participated in college curriculum development.

☐ Yes

☐ No

☐ Not Applicable

Comment(s):

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

☐ Yes

☐ No

☐ Not Applicable

Comment(s):

Overall, how was diversity, equity, inclusiveness and belonging represented in the Librarian's teaching strategies?

☐ Yes

☐ No

☐ Not Applicable

Comment(s):

Administrative Evaluation Section

SECTION II: EXCELLENCE IN WORKING WITH STUDENTS

The instructor demonstrates excellence in working with students as outlined in the faculty standards (Articles 14C.2; 15C.2; 18I.7(b)).

☐ Yes ☐ No ☐ Not Applicable

Comment(s):

SECTION III: COLLEGIAL PARTICIPATION

The instructor contributes to a collaborative, respectful working environment as outlined in the faculty standards (Articles 14C.3I 15C.3; 18I.7(c)).

☐ Yes ☐ No ☐ Not Applicable

Comment(s):

SECTION IV: PROFESSIONAL AND PERSONAL ENRICHMENT

The instructor engages in self-initiated professional and personal development as outlined in the faculty standards (Articles 14C.4; 15C.4; 18I.7(d)).

☐ Yes ☐ No ☐ Not Applicable

Comment(s):

SECTION V: PROFESSIONAL RESPONSIBILITIES

The instructor engages in professional responsibilities (e.g. participation in program improvement, meeting deadlines, attend/participate in activities and events where applicable) as outlined in the faculty standards (Articles 14C.5; 15C.5; 18I.7(e)).

☐ Yes ☐ No ☐ Not Applicable

Comment(s):

SECTION VI: ADDITIONAL SPECIFIC STANDARDS FOR INSTRUCTIONAL FACULTY

The instructor meets the additional specific standards for instructional faculty (Articles 14C.6; 15C.6; 18I.7(f)). For example:

- Delivers coherent lectures
- Creates assignments and exams aligned with course objectives
- Organizes and creates course content effectively and in line with authorized outlines
- Collaborates in enrollment management

☐ Yes ☐ No ☐ Not Applicable

Comment(s):

SECTION VII: ADDITIONAL SPECIFIC STANDARDS FOR COUNSELING FACULTY

The counseling faculty meets the additional specific standards for counseling faculty (Articles 14C.6; 15C.6; 18I.7(g)). For example:

- Demonstrates a wide variety of counseling skills and techniques
- Provides accurate information on transfer and degree requirements
- Develops and implements counseling programs
- Applies new technologies in counseling services

☐ Yes ☐ No ☐ Not Applicable

Comment(s):

SECTION VIII: ADDITIONAL SPECIFIC STANDARDS FOR LIBRARY FACULTY

The librarian meets the additional specific standards for librarian faculty (Articles 14C.6; 15C.6; 18I.7(h)). For example:

- Supports a collaborative team environment
- Develops and implements library programs
- Promotes student and staff access to library resources
- Applies new technologies in library services

☐ Yes

☐ No

☐ Not Applicable

Comment(s):

SECTION IX: ADDITIONAL SPECIFIC STANDARDS FOR SPECIAL ASSIGNMENTS/COORDINATOR ROLES

The faculty meets the additional specific standards for faculty on special assignment/coordinator assignment as part or all of their primary duty (Articles 14C.6; 15C.6; 18I.7(i)). For example:

- Develops standards appropriate to the assignment
- Collaborates in enrollment management
- Demonstrates leadership in planning and vision

☐ Yes

☐ No

☐ Not Applicable

Comment(s):

- (1) Applicable contractual faculty standards, including:
 - Fulfillment of collegial responsibilities (14I)
 - Excellence in working with students (15C.2)
 - Participate in program and subject area improvement tasks (15C.5(c))
 - Meet deadlines and submittal of grades and Census Reports (15C.5(d))
 - 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.5(f). 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, 14E.2, 14I, 15B.3, 15F.2(a), 15F.2(a)(2), 15G.2, 18I.1(c) – Faculty Collective Bargaining Agreement