

Self Evaluation Guide - Instructors

1. Self-Evaluation Guide: The following appendices should not only serve to guide RT discussions, but also as a guide for the self-evaluation. The evaluatee should consider these professional responsibilities in conjunction with what has been emphasized throughout the year in work with the RT and what the evaluatee might want to work on for the future. The evaluatee should not consider this list as an exhaustive list of required points in their self-evaluation.

Appendix A: Instructors

A. TEACHES EFFECTIVELY – This list of professional teaching responsibilities shall apply to all contract-faculty members teaching a course.

1. Uses a variety of strategies to promote student retention and successful course completion.
2. Provides timely and meaningful feedback to students on their progress throughout the course.
3. Provides a variety of methods to engage students in the learning process.
4. Uses a variety of teaching methods and expands teaching methodologies to address learning differences among students.
5. Uses student learning outcomes assessment to continually evaluate and inform effective teaching practices.
6. Maintains an inclusive and positive learning environment in the classroom.

B. WORKS RESPONSIBLY WITHIN THE PROGRAM/COLLEGE/COMMUNITY

1. Actively participates in Academic Senate, District or other standing or ad hoc committees in order to further support the success of the college.
2. Contributes to the department, program, and college level development and assessment of Student Learning Outcomes.
3. Creates both formal and informal collaborations with colleagues to promote student success.
4. Demonstrates understanding of college organization and procedures, and promotes campus resources to support student success.
5. Engages and mentors others to engage in actions that promote institutional and departmental goals.

6. Actively works with advisory and accrediting groups specific to discipline (where appropriate).
7. Seeks participation in outside grants or programs to enhance student success.

C. DEVELOPS PROFESSIONALLY

1. Maintains connections to relevant organizations within their discipline.
2. Participates and ultimately takes leadership roles in continuing education activities within and across disciplines.
3. Stays current through reading and/or research, and demonstrates leadership in activities to share knowledge with colleagues.
4. Participates in and ultimately organizes professional development activities to promote an understanding of learning theory and pedagogy and cross-cultural awareness.
5. Attends conferences and workshops relevant to discipline and pedagogy.

D. SUPPORTS STUDENTS

1. Creates safe, supportive classrooms that focus on student learning and promote student persistence.
2. Actively educates themselves about available resources within the campus and community to support and encourage students
3. Demonstrates willingness to work with students in and outside the classroom individually and in student groups.
4. Assists students in engaging in activities that will advance their knowledge, skills and opportunities.
5. Advises students regarding discipline-specific issues and related opportunities.
6. Advocates for students through professional contacts and assist other colleagues in becoming student advocates.