

**San Jose Evergreen Community College District  
ADMINISTRATOR'S EVALUATION OF FACULTY**

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**FACULTY MEMBER'S NAME:** \_\_\_\_\_

**Evaluator:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**RATING SCALE:**

1. Distinguished    2. Proficient    3. Needs Improvement    4. Unsatisfactory    5. Not observed/Not applicable

**JOB PERFORMANCE:**

**Professional Qualities**

**A. Organizational**

	<b>RATING</b>	<b>COMMENTS</b>
1. Demonstrates cooperation and sensitivity in working with colleagues and staff.		
2. Accepts constructive criticism.		
3. Submits required departmental reports/information, including census, and/or positive attendance and grade sheets on time.		
4. * Attends required meetings.		
5. Maintains adequate and appropriate records.		
6. ** Maintains office hours (Adjunct faculty per Article 9.11).		
7. Contributes positively to the overall effectiveness of the discipline or department.		
8. ** Provides students with a written course syllabus that explains the evaluation process, expectations, requirements, assignments, course content, important dates, and instructor contact information, etc.		

**B. Professional Contributions**

1. \* Participates in faculty responsibilities such as: course/curriculum development, program review, projects, committees, participation in governance, peer evaluations, research and special projects as needed in the discipline, department, college and/or district.

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**NOTE: \*Not required for Adjunct Faculty**

**\*\* For Instructional Faculty**