

PORTFOLIO REVIEW FORM

FACULTY COORDINATOR

(To be used by faculty who are full-time or part-time coordinators or have non-classroom assignments)

College: _____ Division: _____
Academic year of evaluation _____ Semester: _____
Name of evaluatee: _____
Name of evaluator: _____

Please note that portfolios may be submitted in hard copy or as a PDF in a well-organized, comprehensible, and succinct manner and should include materials from both onsite and online classes.

The portfolio contains the following items:

- Key information handouts
- Representative projects (e.g., workshops, tutorials, etc.)
- Evidence of professional development activities
- Evidence of feedback from constituency (e.g., emails, surveys, etc.) (Optional)
- Statement of philosophy (Optional)
- Other information the evaluatee feels should be included to adequately describe the strategies employed in his or her job responsibilities (Optional)

OVERALL PORTFOLIO RATING

- Exceeds expectations
- Meets expectations
- Needs improvement (Improvement plan required. See Improvement Plan form.)
- Unsatisfactory (Improvement plan required. See Improvement Plan form.)

EVALUATOR COMMENTS:

I have met with the evaluatee and discussed the evaluatee's portfolio.

Signed: _____ Date: _____
Evaluator

EVALUEE COMMENTS:

I have met with the evaluator and discussed my portfolio.

Signed: _____ Date: _____
Evaluatee

MANDATORY SELF-ASSESSMENT FORM

FACULTY COORDINATOR

(To be used by faculty who are full-time or part-time coordinators)

College: _____ Division: _____
Academic year of evaluation _____ Semester: _____
Name of evaluatee: _____

Provide the requested information since your last evaluation.

1. Describe or list ways you have participated in Department and/or Division activities.
2. Describe or list ways you have participated in College and/or District activities.
3. Describe or list how you have engaged in professional development related to discipline expertise and/or teaching techniques.
4. Identify any publications, presentations, and/or job-related community activities in which you have been engaged.
5. Describe or list ways you have participated in the development and assessment of Student Learning Outcomes (SLOs). SLO assessment may include but is not limited to faculty-faculty dialogue, working in professional organizations or groups, working with an institutional researcher, curriculum mapping as part of a retreat, reviewing curriculum for external organizations, addressing student equity questions, using student input through surveys, exams, exam analysis, and registering changes as a consequence.
6. Identify any awards, honors, and/or external evaluations you have received.
7. Provide information not addressed above.

ADDITIONAL COMMENTS: