

College: _____

Division: _____

Academic year of evaluation: _____

Semester: _____

Name of evaluatee: _____

Name of evaluator: _____

Please note that portfolios may be submitted in hard copy, as a PDF, or as another electronic format, in a well-organized, comprehensible, and succinct manner and should include materials from both onsite and online classes. The portfolio is cumulative, meaning that the evaluatee adds new and revised materials to their previous portfolio. Where possible librarians are encouraged to contextualize their portfolios in relationship to the library, college, and/or district core values and missions.

The evaluatee shall add the following items to their portfolio (if applicable):

- Statement of librarianship philosophy (Optional for adjunct faculty)
- Key information resources (ex. handouts, videos, slide sets, research guides/LibGuides, etc.).
- Instructional materials (if applicable) including syllabus, lesson plans, grading schemes, assignments, assessments, Canvas LMS course, and other instructional content.
- Representative projects (e.g., cataloging, collection development, outreach, displays, events, significant programs or projects, etc.) including description and evidence of selected projects, activities, and/or project/program support.
- Other information the evaluatee feels should be included to adequately describe the service and/or strategies employed in the position. (Optional)

OVERALL PORTFOLIO RATING

- A. Exceeds Expectations
- B. Meets Expectations
- C. Needs Improvement (Refer to Appendix G.)
- D. Unsatisfactory (Refer to Appendix G.)
- E. Not Enough Information/Not Applicable

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