

## **Disclaimer:**

These documents are not owned by the SBVC Academic Senate. They are here for information. Contact your division dean for official documents to be used during an evaluation process.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**PEER-EVALUATION GUIDELINES FOR  
INSTRUCTIONAL/ONLINE BARGAINING UNIT MEMBER**

Qualified peers are members of the academic staff who are knowledgeable about the subject area and course content taught by the employee undergoing evaluation and experienced in comparable types of teaching situations.

Name of Person Being Evaluated: \_\_\_\_\_

Course(s) Taught: \_\_\_\_\_

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

Peer evaluator comments regarding instructional bargaining unit member:

**a. Expertise in subject matter:**

- Demonstrate satisfactory knowledge of the subject(s) in which he/she works.

**b. Techniques of instruction:**

- Use means of presenting subject content which effectively facilitate learning;
- Provide variety in the types of teaching techniques and assignments used as appropriate;
- Employ fair and reasonable examinations, i.e., consistent with the objectives of the course and with the principal content of the course.

**c. Effectiveness of communication:**

- Communicate clearly to the students the objectives of the course by use of an online introduction (Online courses only) and syllabus (all courses) that also (1) identifies resources available to students that are related to the course and (2) identifies how the course grade is to be determined);
- Explain clearly the concepts which comprise the course material;
- Express him/herself clearly when engaged in email communication or dialogue with his/her students;
- Demonstrate an attitude towards students and colleagues which is conducive to communication.

**d. Acceptance of responsibility:**

- Participation in committee work of the District, and/or college (Does not apply to adjunct faculty);
- Participation in other academic work, e.g., department, division, and faculty meetings;
- Adhere to the policies and regulations of the College and/or the District.

**e. Performance in areas of responsibility other than in the classroom, if applicable:**

- Function effectively in positions of additional responsibility, e.g., as department head, coach or program coordinator, etc.

The collective bargaining agreement stipulates that peer evaluation shall be based on observations of the employee in his/her relationships and communications with students, peers and other members of the college community and on one of the following: (1) direct observation of the employee during performance of his/her assigned duties in the classroom or online, or (2) interview with the employee regarding his/her performance on items a-e above.

Please indicate below which of these constituted the basis of your evaluation:

- Observations of the employee in his/her relationships and communications with students, peers and other members of the college community

**AND**

- Direct observation of the employee during performance of his/her assigned duties in the classroom or online

**OR**

- Interview with the employee regarding his/her performance on items a-e above

Thank you for your participation. After you have completed your evaluation, please return it to the appropriate administrator.

\_\_\_\_\_  
Peer Evaluator Signature

\_\_\_\_\_  
Date

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**SELF-EVALUATION GUIDELINES FOR  
INSTRUCTIONAL/ONLINE BARGAINING UNIT MEMBER**

Name of Person Being Evaluated: \_\_\_\_\_

Course(s) Taught: \_\_\_\_\_

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

**The collective bargaining agreement requires a comprehensive written self-assessment as part of the evaluation process. Please assess your performance in terms of items a-e below.**

**a. Expertise in subject matter:**

- Demonstrate satisfactory knowledge of the subject(s) in which he/she works.

**b. Techniques of instruction:**

- Use means of presenting subject content which effectively facilitate learning;
- Provide variety in the types of teaching techniques and assignments used as appropriate;
- Employ fair and reasonable examinations, i.e., consistent with the objectives of the course and with the principal content of the course.

**c. Effectiveness of communication:**

- Communicate clearly to the students the objectives of the course by use of an online introduction (Online courses only) and syllabus (all courses) that also (1) identifies resources available to students that are related to the course and (2) identifies how the course grade is to be determined);
- Explain clearly the concepts which comprise the course material;
- Express him/herself clearly when engaged in email communication or dialogue with his/her students;
- Demonstrate an attitude towards students and colleagues which is conducive to communication.

**d. Acceptance of responsibility:**

- Participation in committee work of the District, and/or college (Does not apply to adjunct faculty);
- Participation in other academic work, e.g., department, division, and faculty meetings;
- Adhere to the policies and regulations of the College and/or the District.

**e. Performance in areas of responsibility other than in the classroom, if applicable:**

- Function effectively in positions of additional responsibility, e.g., as department head, coach or program coordinator, etc.

**Attach to this self evaluation a copy of the syllabus for each course taught during the current semester and any other documents you wish to include.**

Thank you for your participation. After you have completed your evaluation, please return it to the appropriate administrator.

\_\_\_\_\_  
Evaluatee Signature

\_\_\_\_\_  
Date

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**PEER-EVALUATION GUIDELINES FOR  
NON-INSTRUCTIONAL BARGAINING UNIT MEMBER**

Name of Person Being Evaluated: \_\_\_\_\_

Course(s) Taught: \_\_\_\_\_

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

Peer evaluator comments regarding non-instructional bargaining unit member:

- a. Expertise in program area: Observations regarding the faculty member's ability to:**
  - Demonstrate satisfactory knowledge of the program(s) in which he/she works.
  
- b. Techniques of instruction where appropriate for program area: Observations regarding the faculty member's ability to:**
  - Use means of presenting subject content, e.g. lecture, discussion, demonstration or workshops which effectively facilitate learning;
  - Employ fair and reasonable assessments, consistent with the objectives and the principal content of the workshop or course.
  
- c. Effectiveness of communication: Observations regarding the faculty member's ability to:**
  - Communicate clearly the purpose, mission and scope of the program area;
  - Clearly explain the department or program procedures to be followed;
  - Express him/herself clearly when engaged in dialogue with students, staff or faculty;
  - Demonstrate an approachable and clear communication style toward students, staff and colleagues.
  
- d. Acceptance of responsibility: Observations regarding the faculty member's:**
  - Participation in committee work of the District, and/or college (Does not apply to adjunct faculty);
  - Participation in other academic work, e.g., department, division, and faculty meetings;
  - Adherence to the policies and regulations of the College and/or the District.
  - Ability to function effectively in positions of additional responsibility, e.g., as department head, coach or program coordinator, etc.

The collective bargaining agreement stipulates that peer evaluation shall be based on observations of the employee in his/her relationships and communications with students, peers and other members of the college community and on one of the following: (1) direct observation of the employee during performance of his/her assigned duties, or (2) interview with the employee regarding his/her performance on items a-d above.

Please indicate below which of these constituted the basis of your evaluation:

Observations of the employee in his/her relationships and communications with students, peers and other members of the college community

**AND**

Direct observation of the employee during performance of his/her assigned duties.

**OR**

Interview with the employee regarding his/her performance on items a-d above

Thank you for your participation. After you have completed your evaluation, please return it to the appropriate administrator.

\_\_\_\_\_  
Peer Evaluator Signature

\_\_\_\_\_  
Date

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**SELF-EVALUATION GUIDELINES FOR  
NON-INSTRUCTIONAL BARGAINING UNIT MEMBER**

Name of Person Being Evaluated: \_\_\_\_\_

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

**The collective bargaining agreement requires a comprehensive written self-assessment as part of the evaluation process. Please assess your performance in terms of items a-d below.**

**a. Expertise in subject matter:**

- Demonstrate satisfactory knowledge of the program(s) in which he/she works.

**b. Techniques of instruction where appropriate for program area:**

- Use means of presenting subject content, e.g. lecture, discussion, demonstration or workshops which effectively facilitate learning;
- Employ fair and reasonable assessments, consistent with the objectives and the principal content of the workshop or course.

**c. Effectiveness of communication:**

- Demonstrate ability to communicate clearly the purpose, mission and scope of the program area;
- Clearly explain the department or program procedures to be followed;
- Express him/herself clearly when engaged in dialogue with students, staff or faculty;
- Demonstrate an approachable and clear communication style toward students, staff and colleagues.

**d. Acceptance of responsibility:**

- Participation in committee work of the District, and/or college (Does not apply to adjunct faculty);
- Participation in other academic work, e.g., department, division, and faculty meetings;
- Adhering to the policies and regulations of the College and/or the District.
- Function effectively in positions of additional responsibility, e.g., as department head, coach or program coordinator, etc.

**Attach to this self evaluation any other documents you wish to include.**

Thank you for your participation. After you have completed your evaluation, please return it to the appropriate administrator.

\_\_\_\_\_  
Evaluatee Signature

\_\_\_\_\_  
Date