

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