

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