

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