

**RIO HONDO COMMUNITY COLLEGE DISTRICT
UNIT MEMBER EVALUATION REPORT**

UNIT MEMBER _____

ASSIGNED DEPARTMENT _____

EVALUATOR _____

STATUS: _____ **1st Contract for Year 1**
 _____ **2nd Contract for Year 2**
 _____ **3rd Contract for Years 3 & 4**
 _____ **Regular**
 _____ **Part-Time**

A. Each of the following roles and responsibilities shall be considered by the evaluator in this evaluation and judged performance noted. Specific written comments are required when an item is marked unsatisfactory.

S = **SATISFACTORY**
S/with PD Plan = **SATISFACTORY WITH PROFESSIONAL DEVELOPMENT PLAN**
U = **UNSATISFACTORY**
N/A = **NOT APPLICABLE**

	S	S/with PD Plan	U	N/A
I. LEARNING ENVIRONMENT				
1. Teaches in accordance with the objectives and course content identified in the syllabi and course outlines.				
2. Demonstrates an understanding of the curriculum, subject content, and the developmental needs of students by providing relevant learning experiences.				
3. Communicates clearly using visual and interactive techniques presenting course material in an engaging manner.				
4. Actively listens and pays attention to students' questions and concerns.				
5. Utilizes appropriate instructional methodologies that address the diverse learning styles and needs.				
6. Demonstrates respect for student opinions, encourages student efforts and treats students in a fair and impartial manner.				
7. Acquaints the students at the beginning of the course with course requirements, evaluation procedures and attendance requirements based on clear course objectives and department standards.				
8. Encourages critical thinking and the development of student self-responsibility.				
9. Creates a respectful, positive, safe student-centered environment that is conducive to learning.				
10. Respects and is sensitive to students' diversity, including language, culture, race, gender and special needs.				
11. Demonstrates organizational and classroom management skills; maximizes instructional time and minimizes disruptions.				
12. Gathers, analyzes, and uses all relevant data to measure student academic progress; guides instructional content and delivery methods; and provides timely feedback.				
13. Demonstrates ability to link present content with past and future learning experiences, other subject areas, and real world experiences and applications.				

	S	S/with PD Plan	U	N/A
14. Plans time realistically for pacing and content mastery.				
15. Provides SLO assessment data and participates in its review.				
16. Provides regular and effective student contact in online classes (if applicable).				
II. PROFESSIONAL GROWTH AND DEVELOPMENT				
1. Maintains and incorporates current discipline-specific knowledge (i.e. coursework, workshops, seminars, conference exhibits, research, publications) and utilizes appropriate materials into instructional practice.				
2. Maintains current certification / job training as job requires (if applicable).				
3. Sets goals for improvement of knowledge and skills.				
III. DISTRICT WIDE PARTICIPATION				
1. Serves as a contributing member by participating in college and/or district governance structure; attends and/or contributes in department/area/college and District committees and faculty meetings; demonstrates involvement in a professional learning community.				
2. Works in a collegial and cooperative manner with faculty, staff and administrators to assist students in achieving their educational goals.				
3. Participates in the peer review process and serves on peer review committees.				
IV. PROFESSIONAL RESPONSIBILITIES (Coach)				
1. Follows CCCAA and conference rules and regulations.				
2. Actively recruits student-athletes to field an appropriate team size and be competitive with other schools.				
3. Communicates well with both the administration and students on items such as; practice dates and times, in and out of season tasks, facility reservations, behavior and expectations, travel information and ethical behavior.				
4. Promotes and encourages academic success of student-athletes in program.				
5. Positively promotes Rio Hondo Athletics.				
6. Assumes responsibility for Assistant Coaches and provides them with guidance.				
7. Keeps accurate records and statistics.				
8. Attends on site athletic practices and competitions of potential recruits.				
9. Leads by example, demonstrates and holds entire team to high sportsmanship standards.				
V. CLINICALS (Health Science)				
1. Objectives of the course are clearly posted on the hospital unit.				
2. Seeks learning opportunities for all students in the clinical area.				
3. Reinforces theory in the clinical area.				
4. Teaches course(s) in accordance with the clinical objectives and content.				

	S	S/with PD Plan	U	N/A
VI. STUDENT SERVICES SKILLS (for Student Services Unit Members Only)				
1. Communicates clearly, correctly and effectively with students regarding their academic, career and personal concerns.				
2. Adjusts methodologies for students with special needs and/or different learning styles.				
3. Provides clear information or directives to students in the development of educational plans, academic goals and success strategies.				
4. Demonstrates compassion, empathy, respect and confidentiality towards students.				
5. Develops appropriate, complete and accurate written information for students ,e.g., transfer agreements, education plans, petitions, etc.				
VII. LIBRARIANS				
1. Identifies and uses library strategies and resources appropriate to individual student needs.				
2. Establishes the relevancy and facilitates the Library Services/Program.				
3. Use a wide variety of Rio Hondo Library resources, including available technology to meet Standards for Library/Information Literacy; provides lessons/strategies that engage most students and facilitate student learning.				
4. Keeps abreast of current literature by reading reviewing journals and other resources.				
5. Fosters and create a stimulating, inclusive, safe, and equitable learning environment.				
6. Provides necessary information about the Rio Hondo College Library Services/Program to students; is available as needed to respond to concerns.				
7. Develops and manages a collection of resources that support and enhance Rio Hondo College curriculum; makes decisions for the Library Services/Program which support Rio Hondo College curriculum.				
8. Responds to student questions and refers students to appropriate sources of information.				
9. Plans, teaches, evaluates and reinforces instruction designed to make students and staff effective users of information and Library resources.				
10. Assists all users in identifying and locating materials and information resources.				
11. Reviews, evaluates and discards library materials as needed.				
12. Demonstrates a clear understanding of departmental and Library policies and operations and an ability to justify and interpret these to staff and library users.				
13. Makes contributions which improve the internal operations of Library department.				
14. Adapts and implements new methods and technologies to provide improved service to Library users.				
VIII. COORDINATORS				
1. Uses effective strategies, resources and data to meet the needs of the program.				
2. Develops appropriate long and short range plans and adapts plans when needed.				

Comments:

- D.** Professional development plan (if any): Design to support an instructor addressing areas of concern through targeted supervision and additional resources.

Outline program of improvement that would lead to satisfactory rating. Be specific and key suggestions to improvement professional development plan. Provide narrative as needed:

- E.** Unit Member Response (if any)

- F.** I have reviewed the contents of the evaluation.

Signature of Unit Member

Date

cc: Unit Member
Personnel File
Evaluator's File

Rev: 5-31-96
Rev: 8-1-02
Rev: 3-8-06
Rev. 11-1-13
Rev. 9-10-14
Rev. 4-28-16
Rev. 7-1-19