

FEP APPENDIX B:

Examples of Criteria Reviewed in Elective and Related Areas

About two dozen faculty members across the district volunteered to assist the Faculty Association Evaluation Committee in creating the following lists of possible criteria from elective and related areas that may be assessed. Items are intended to assist instructors. Select the criteria that seem appropriate for your assessment. You may also decide to select other appropriate criteria.

Elective Areas (Must Complete Two of the Five Areas)

I. Professional Development (Growth)

- Academic Courses
- Professional Conference
- Workshops
- In-service Training

II. Acquisition of New Skills

- Academic Courses
- Professional Conference
- Workshops
- In-service Training

III. Enhancement of Diversity

- Academic Courses
- Professional Conference
- Workshops
- In-service Training

IV. College Level Assessment of Learning Outcomes

- Academic Courses
- Professional Conference
- Workshops
- In-service Training

V. Professional Involvement in Community Activities

- Volunteerism
- Service
- Membership
- Leadership
- Contributions
- Future Commitments

3.5.3.2. Elective Areas

3.5.3.2.1. **Professional Development** – For example, presentations/attendance at workshops and/or national conferences, completing advanced degrees, study abroad.

3.5.3.2.2. **Acquisition of New Skills** – For example, technology skills, pedagogical skills, new classroom innovations, online course delivery, etc.

3.5.3.2.3. **Enhancement of Diversity** – Infusing diversity into the curriculum. Examples are, cultural diversity, learning styles, disability awareness, etc.

3.5.3.2.4. **College Level Assessment of Learning Outcomes** – For example, participation in the college's assessment of learning outcomes program indicating curriculum changes made at the course, program, and instructional levels as a result of outcomes data.

3.5.3.2.5. **Service to the Community** – Boards, professional organizations, think-tanks, etc.

Related Areas (optional)

I. Department/Division Chair Responsibilities

Administration

Class Schedule
Budgets
Purchases
Book orders
Anticipates deadlines
New Programs
Articulation

Personnel

Hires & evaluates adjunct faculty
Supervises/evaluates classified personnel
Responds to student concerns
Mentors new faculty
Maintains positive/productive relationships

Leadership

Timely information
Guides members/staff
Personal/Professional Development
Long-term planning
Innovation
Department/Division Advocate

II. Program Coordination

Planning, Management

Competencies for Program/
Certificate
Accreditation-related activities
Schedule offerings
Budget
Admission Standards
Supervise/evaluate faculty
Student tracking in program
Advisory committee meetings
Articulation with other institutions
Student application/selection/advisement
Equipment selection & maintenance
Annual report
Brochures & program information
Deadlines

Leadership

Develop & update program
Select/orient new faculty
Program advocacy/Public relations
Recruitment

Relationships

With students, advisory committee, occupational professionals, colleagues, off-campus facilities coordinators, college administrators

III. Academic Advisement

Knowledge

Specific program & procedures
Courses, programs, certificates and degrees
Curriculum/major information programs
College policies & procedures
Educational career opportunities and plan
College resources and services
Community resources and services
Legal issues of academic advising

Professional Manner

Interest & concern
Careful listener
Makes advisee comfortable/at ease
Develops trust & respect with advisee
Effective communicator

Effectiveness

Resolves advisee's problems/questions
Helps advisee achieve realistic view of available options
Helps advisee gain confidence in decisions
Helps advisee feel better about self

IV. Mentoring Students/Activity Involvement

Mentoring/Advising Student Groups

Available to students
Leadership training for students
Training in planning/ time management meeting skills
Explain college regulations, procedures & forms
Relate activities to student career goals
Promote service to college & community

Leadership

Provide innovative & creative ideas
Advocacy role for students
Seek appropriate resources
Recruit students for activity

Coordination

Promote events thru announcements
Attend scheduled meetings/events
Liaison with counterparts at other colleges

VII. Fine Arts Instructor/Artist

Preproduction

Teacher/artist's production
Observation of meetings, auditions, rehearsals to see how concepts shared

Production

attend 1 or more of teacher's/artist's

Post Production Evaluation

Overall artistic merit
Production elements
Extent & Quality of Contribution by Teacher/Artist

VIII. Athletic Personnel

Knowledge

Of sport
Of wellness, health, & fitness activities
Eligibility issues for retention or transfer
Teaching sportsmanship
Teaching positive sports values
Promoting health & fitness

Leadership

Recruitment (of athletes)
Staff selection
Rapport with colleagues
Public perception of coach and of team

Organization/Management

Management/care of facilities/equipment
Budget
Schedule for practice, games, travel

IX. Service Faculty

Instruction

Integrate practices with instructional program
Group instruction
One-on-one instruction
Design & prepare handout materials

Professional Performance

knows/follows professional standards
Interviewing
Testing
Information & referral services
Network w/behavioral health/social
service, library or other agency
Develop/maintain current collections
Consult w/faculty/staff/administrators
Support student development program
Outreach
Communication
Team participation
Leadership
New faculty mentoring
Group facilitation
Membership in professional
association or society

X. Other

Customize to Discipline/Unique Role