

Pasadena Area Community College District
Evaluation Worksheet
Library Faculty

Employee _____ Division _____

Evaluator _____ Date _____

Performance Indicators:

	Satisfactory	Needs improvement in Specific Area(s)	Unsatisfactory	Not Observed
Promotes access to and use of Library				
Is approachable and relates well with students				
Communicates information clearly, concisely, and effectively				
Conducts reference interviews and answers questions for students, faculty, staff, and community members				
Teaches information competencies in class orientations, at the reference desk, and/or credit classes				
Assists in building, organizing, and maintaining the Library collection				
Maintains collegial relations with members of the college community				
Serves as a liaison to specific academic divisions				
Assists faculty with the integration of library resources into specific curricular areas				
Contributes to the College's shared governance through active participation in library and intercampus committees and activities				
Participates in professional developmental activities				
Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientation, skill levels and various disabilities				
Participates in Student Learning Outcomes (SLO) and Student Service Outcomes (SSO) assessments				

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It is suggested that the evaluator consider both strengths and suggestions for improvements.

Overall (for adjunct faculty). For full time faculty, enter Overall on Summary Evaluation.

Satisfactory	Improvement Needed*	Unsatisfactory**
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*Re-evaluate next opportunity
**Not recommended for re-hire

Evaluator's Signature _____ Date _____

Employee (signature): _____

Employee (print name): _____ Date _____

*I will submit an addendum to this report: _____ Date _____

*Addendum must be submitted within ten (10) working days after the committee chair has reviewed a copy of the report with the employee.