Part-Time Librarian Observation Form

This form is to be completed by administrators, department chairs, or a qualified designee performing formal evaluations of part-time librarians. When possible, observers are encouraged to meet with the part-time librarian prior to the observation to gain context for the evaluation and to identify any areas where the faculty member would like specific focused feedback. This can also be done via email or phone conference.

This form must be completed and returned to the faculty member within **two weeks** of the formal observation. It is suggested but not required that the observer meet with the faculty member to review feedback in person. For Overall Ratings that are “Need Improvement” or “Significant Concern” a face-to-face follow up meeting with the faculty member is required.

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| Instructor’s Name |  | Class and Section Observed |  |
| Observer’s Name |  | Class Prerequisites |  |
| Observer Title |  | Date of Observation | **Click here to enter a date.** |
| College | **Choose an item.** | Number of Students Attending/Enrolled |  |

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| Procedures for Evaluating Part-Time Librarians |
| The evaluation process is primarily a tool grounded in faculty development for improving learning and teaching. **Part-time librarians receiving a rating of satisfactory (meeting expectations) or better are eligible for a second round-robin during the course assignment process.**  The following procedures should be followed to ensure fair and uniform application of the evaluation process:   1. Evaluations should be conducted by Vice Presidents, Deans, Department Chairs, or a qualified designee. 2. Classroom observations should occur on a mutually agreed upon date or set of dates. If a date cannot be agreed upon then an administrator will communicate a date with two weeks of notice. 3. Observations must be at least 50 minutes in total; upon request of the faculty member, a laboratory component of the course can be evaluated. 4. Concerns and comments should align with the ratings; ratings should be evidenced based and grounded in the observation; ‘Need Improvement’ and ‘Significant Concern’ ratings should be accompanied by specific recommendations for improvement. 5. Timeline: the post evaluation reflection should be completed and returned to the observer within one week of the observation; the final evaluation should be completed and returned to the faculty member within one week of receiving the post observation reflection; a post evaluation conference between the faculty member and the observer should be scheduled by request in a timely manner. |

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| Directions for Assigning Ratings |
| For each category below, high quality teaching and learning descriptors are provided and should be assessed using the following scale:   * **Exceeds Expectation (EE) -** evidence indicates that the instructor *exceeds expectations*. * **Meets Expectation (ME) -** evidence indicates that the instructor *meets expectations* and the observer does not identify any specific concerns in a given area * **Needs Improvement (NI) -** evidence indicates minor to moderate concerns in the given area and focused support is needed. A detailed explanation of concerns and the type of support needed should be outlined in commentary. * **Significant Concern (SC) -** evidence indicates significant concerns in the given area, suggesting that a formal action plan may be needed. A detailed explanation of concerns and necessary improvements should be outlined in commentary. * **N/A = Not Applicable** – This area of instruction does not apply to the lesson or discipline observed.   At the end of each category, please give an overall category rating, based on the checklist ratings above. Provide commentary as to strengths and/or concerns and necessary improvements if needed. |

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| Responsibilities of Observer | |
| I have carefully read the directions AND watched the training video available on the CCC Faculty Forms and Information webpage: <http://www.ccc.edu/departments/pages/faculty-forms.aspx> | Initial Here: |
| I understand that I am responsible for writing comments for each section below; and spending at least 50 minutes observing the part-time librarian and if possible, observing library workshops/learning session for students. | Initial Here: |
| I understand that the adjunct faculty member must write a response to this observation that they will return to me within a week of the observation. I will return this completed form to the faculty member within two calendar weeks of the observation. | Initial Here: |

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| **JOB KNOWLEDGE** | | | |
| Demonstrates substantial knowledge of the requirements of position and its relationship to the successful functioning of the library system. | | | N/A SC  NI  ME  EE |
| Demonstrates understanding of the library policies and applies the policies appropriately. | | | N/A SC  NI  ME  EE |
| Demonstrates adaptability to changes in the library and employs sound decision- making skills. | | | N/A SC  NI  ME  EE |
| Upholds the mission of the library through work performance. | | | N/A SC  NI  ME  EE |
| Keeps up with current developments in the field. | | | N/A SC  NI  ME  EE |
| **OVERALL JOB KNOWLEDGE RATING** | | | |
| Strong:  exceeds expectations | Satisfactory:  meets expectations | Needs Improvement:  minor to moderate concerns | Significant Concern:  action plan may be needed |
| **COMMENTS:** | | | |

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| **CUSTOMER SERVICE** | | | | |
| Provides students with accurate, efficient and friendly service. | | | N/A SC  NI  ME  EE | |
| Acknowledges waiting students while working with others and provides a wait time. | | | N/A SC  NI  ME  EE | |
| Conveys a sense of approachability by being alert and willing to be of service. | | | N/A SC  NI  ME  EE | |
| Is able to maintain high standards of work performance, even under stressful situations. | | | N/A SC  NI  ME  EE | |
| **OVERALL CUSTOMER SERVICE RATING** | | | | |
| Strong:  exceeds expectations | Satisfactory:  meets expectations | Needs Improvement:  minor to moderate concerns | | Significant Concern:  action plan may be needed |
| **COMMENTS:** | | | | |

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| **WORK BEHAVIORS** | | | | |
| Solves most problems or questions without assistance. | | | N/A SC  NI  ME  EE | |
| Begins and ends service on time. | | | N/A SC  NI  ME  EE | |
| Completes projects and other responsibilities in a timely manner. | | | N/A SC  NI  ME  EE | |
| Demonstrates high standards in work production and service to students, faculty and staff. | | | N/A SC  NI  ME  EE | |
| Understands and utilizes appropriate equipment and materials | | | N/A SC  NI  ME  EE | |
| Is able to communicate effectively and appropriately with students, faculty and staff. | | | N/A SC  NI  ME  EE | |
| Demonstrates effective written communication skills. | | | N/A SC  NI  ME  EE | |
| Participates in required staff development opportunities. | | | N/A SC  NI  ME  EE | |
| **OVERALL WORK BEHAVIOR RATING** | | | | |
| Strong:  exceeds expectations | Satisfactory:  meets expectations | Needs Improvement:  minor to moderate concerns | | Significant Concern:  action plan may be needed |
| **COMMENTS:** | | | | |

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| **LEADING STUDENT WORKSHOPS** | | | | |
| Class is managed in a way that is conducive to learning and demonstrates respect for students. | | | N/A SC  NI  ME  EE | |
| Instructor works to ensure that students are on task (e.g. by circulating during group work, by acknowledging off-task behavior and redirecting student, etc.). | | | N/A SC  NI  ME  EE | |
| Instructor conducts himself in a professional manner. | | | N/A SC  NI  ME  EE | |
| Students are actively engaged (e.g. taking notes when appropriate, participating in activities and discussions, actively listening, etc.). | | | N/A SC  NI  ME  EE | |
| Instructor is able to assess students understanding of new concept or skill and provide alternate methods to explain content if needed. | | | N/A SC  NI  ME  EE | |
| Instructor manages time effectively to maximize students’ time engaged in learning activities. | | | N/A SC  NI  ME  EE | |
| Instructor is clear when delivering content, giving directions, and answering questions. | | | N/A SC  NI  ME  EE | |
| Instructor identifies and assists students who are struggling. | | | N/A SC  NI  ME  EE | |
| **OVERALL STUDENT WORKSHOP RATING** | | | | |
| Strong:  exceeds expectations | Satisfactory:  meets expectations | Needs Improvement:  minor to moderate concerns | | Significant Concern:  action plan may be needed |
| **COMMENTS:** | | | | |

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| Additional Comments and Questions |
| Use this space for any of the following purposes:   1. to comment specifically on any focus area the instructor has identified for the observation; 2. to report on progress since the last observation (when applicable); 3. to provide any questions you had during the observation regarding instructional or classroom management choices; 4. to offer any additional commentary not covered above; 5. to offer summative commentary to highlight notable strengths or areas for growth and/or to offer focus for the part-time librarian’s future professional development; |
| **Comments (observations, feedback, and questions for faculty member):** |

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| **OVERALL RATING** | | | |
| Strong:  exceeds expectations | Satisfactory:  meets expectations | Needs Improvement:  minor to moderate concerns | Significant Concern:  action plan may be needed |
| **COMMENTS:** | | | |