

Peralta Community College District  
ADMINISTRATIVE EVALUATION FORM  
(For Part-Time, LTS and Tenured Librarians)

Semester \_\_\_\_\_ Academic Year \_\_\_\_\_ Date \_\_\_\_\_

Name of Faculty Member \_\_\_\_\_ College \_\_\_\_\_

Administrative Evaluator \_\_\_\_\_

*The purpose of this administrative review is to provide the Evaluation Committee with any information regarding the faculty member's professional responsibilities in the context of the administrative criteria.*

**Professional Considerations and Responsibilities** (a check indicates administrator feels evaluatee fulfills this responsibility)

- Is responsive to communications which have been received from faculty, staff, administration and students
- Displays behavior consistent with professional ethics as listed in the American Library Association Code of Ethics or the American Association of University Professors Code of Ethics..
- Participates in professional development activities, subject to all contractual agreements.
- Arrives for assigned shift promptly and ready for work. Does not inappropriately keep students or colleagues waiting.
- Takes initiative in looking for ways to provide service to students wherever possible.
- Demonstrates sound judgment by knowing when to consult others and identifying appropriate parties to consult. For example, consults appropriate college administrative or service office when providing information to students.
- Approaches librarian duties with a spirit of teamwork and cooperation, staying mindful of the goal of providing service to students.
- Completes appropriate and required campus and district forms and records in a timely manner.

Comments, suggestions, strengths, weaknesses, explanations of rating (above)

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**Administrative Evaluation Rating:**

- Meets all requirements
- Does not consistently meet requirements

\_\_\_\_\_  
*[Administrator's Signature]*

\_\_\_\_\_  
*[Date]*

Preferred Hiring Pool Information (for part-time faculty only):

YES NO Either (1) employed as part-time faculty for 8 of last 12 semesters, or, if less,  
(2) successfully completed PCCD Faculty Diversity Internship program (if  
NO, skip to end)

YES NO This evaluation RATING qualifies (or continues to qualify) faculty member for the  
Part-time Faculty Rehire Preference Pool (if NO, skip to end)

\_\_\_\_Average librarian load for last 3 Fall semesters

\_\_\_\_Average librarian load for last 3 Spring semesters

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*[Administrator's Signature]*

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*[Date]*

If Part-time Evaluatee is in the Part-time Faculty Rehire Preference Pool, evaluatee signature  
acknowledges above information and calculation:

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*[Evaluatee's Signature]*

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*[Date]*