

Purpose

- An opportunity to reflect on your current and future work at your College, Los Rios Community College District, and the profession / field.
- Helps reviewers understand your contributions and growth as a professional
- o Provides an opportunity to reflect on your future goals

Reminders

- This is a professional document that is part of your performance review portfolio.
 - Typed
 - No more than 4 pages, single spaced
 - Edit and proofread document before submitting
 - Supporting documents must be clearly referenced in your report.
 - o Don't submit arbitrary documentation (e.g. lesson plans, lecture notes, etc)
 - Use the subheadings asked for in Appendix E (FT/TT faculty) or Appendix F (PT faculty)

Components

Appendix E: Tenured or Tenure Track Faculty

- Response to Recommendations from Previous Review
- Review Cycle History
- Professional Activities
- Service
- Efforts to Stay Current
- Future Directions
- Other
- Attachments

Appendix F: Adjunct Faculty

- Response to Recommendations of Previous Review
- Remedy Cycle History
- Efforts to Stay Current
- Future Directions
- o Other
- Attachments

Some notes and considerations

• Response to Recommendations in Previous Review

- You are responding to any recommendations listed on the formal review received from the Dean and Committee in your previous review.
- If you had no recommendations, just write "There were no recommendations in previous review."
- For some in the time between reviews may be 1 year, for others it may be 4 (normally it is 3).

• Review/ Remedy Cycle History

- For all faculty: changes in assignment can mean new classes or courses or new modality (online, hybrid)
- For FT Tenured (T) and PT faculty, the review cycle is Fall 2018 Fall 2022
- For FT Tenure Track (TT) it is Fall 2021 to Fall 2022
- For T, TT faculty, include any course re-assignments you were given (e.g. chair, coordinator, NFA, etc.)
- o For T faculty: Note if you took a sabbatical between reviews

Continued

- Professional Activities (FT Faculty Only)
 - Workshops attended or conducted
 - ° Publishing articles, textbooks, research reports
 - ° Service in professional organizations
 - ° Conference Presentations, Invited Talks, etc.

Continued

- Service (FT Faculty Only)
 - o Does not include teaching overload for Counselors, Coordinators, or Librarians
 - Include only service relevant to your assignment
 - o Organize based on the subsections in Appendix E (Department/Area, College/District, Community
 - o Department Meetings, Assessment and Accreditation work, etc.
 - Committee work and Leadership Positions
 - Time dedicated to student engagement and equity
 - For example: Puente Mentor, Outreach Events
 - Professional Development training beyond what is mandated by contract
 - Conference participation
 - Community based work, community partnerships related to assignment
 - Pro-tip: download the service and compliance form and make sure what you list fits in those check boxes

Continued..

Efforts to Stay Current

- Equity and Diversity is now included in this section and includes service or professional development in your field.
- Make sure you are specific. Examples include:
 - o I attended the American Sociological Association Meetings
 - o I read "How to be an Anti-Racist" by Ibram X. Kendi
 - I attended the "Equitizing the Syllabus" professional development training.
 - o I completed the State Chancellor's class on Effective Online Counseling in 2022.
 - You can also list specific licensure updates.

Continued

- Future Directions
 - Reflect on your strengths and weaknesses
 - State goals –these should align with strengths and weaknesses
- ° "Other" can include any commendations, awards, etc
- Make sure attachments are explicitly referenced and relevant to the self study

AWARENESS OF THE CULTURE AND EXPECTATIONS OF YOUR DEAN AND DEPARTMENT

EQUITY

EXAMPLES

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