



# Los Angeles Mission College

One of the nine Los Angeles Community Colleges

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David Jordan, Esq. – Director,  
Paralegal Studies Program

From: David Jordan, Esq. – Director of Paralegal Studies  
To: Paralegal Law Faculty

## **Re: Fall 2015 Law Faculty Evaluation**

We are evaluating all of our online and on campus law faculty as part of our Program Review process and in anticipation of our College Accreditation. Please review the below Statement on the Evaluation Process and provide a written narrative in which you answer the below questions. Please email your self-evaluation statement/assessment to me by

Further information on the evaluation steps and process will be provided upon receipt of your written self-assessment statement

## **Statement on the Evaluation Process**

Insofar as the purpose of evaluation is growth and development, the Faculty Evaluation Process is intended to guide faculty members in reflecting on past performance and setting goals for future performance. It is the desire of our Los Angeles Mission College Paralegal Studies Program that the evaluation process helps create a positive culture of faculty growth and development, supported by colleagues and administration. Every faculty member has strengths and areas in which he/she can improve. The Faculty Evaluation will allow faculty members to exhibit their strengths and provide flexibility in developing areas which can be improved. Our Faculty are very busy professionals, and fulfill many roles as professionals and teaching faculty which include such areas, amongst others, as Teaching, Student Service, College Service, Professional Development and Community Service. As our College evaluation is intended to improve faculty performance and thus college performance, ample opportunities for professional

development are available to all of our faculty members.

**Please provide a written narrative, self-evaluation or assessment by answering the following questions:**

1. How long have you taught at Mission in the Paralegal Program? Any other teaching, when, where and what subjects ?
2. Which classes have you taught ?
3. What professional development have you done in the near past and recently ?
4. What professional activities have you engaged in recently ?
5. In your opinion, what strengths do you feel you have? Explain briefly.
6. What areas do you plan to develop? Explain briefly.
7. Please outline a proposed professional development plan.
8. List any honors or awards received.
9. List any community service activities which you have engaged in.
10. List any campus, college, state, or national committees on which you served..
11. List any professional organizations in which you had a role and describe your responsibilities.
12. List any credit or non-credit courses taken in the recent past and any new degrees earned or awarded.
13. Please list any additional strengths/accomplishments
14. Identify and describe your activities and accomplishments that have promoted the academic success of students.

Sincerely,

*David Jordan*

David Jordan, Esq.  
Attorney at Law  
Director of Paralegal Studies Program  
Los Angeles Mission College

