## **COUNSELING FACULTY EVALUATION**

Faculty Member's Name	Date Division		sion			
Tenured Tenure-Track Adjunct						
	Expect	ations		UN = L	 Insatisfa	ctory
Evaluator's Name	MT = M				N = Unsatisfactory A = Not Applicable	
	NI = Needs			NO = Not Observed		
NOT ALL CRITERIA SECTIONS ARE EQUAL IN WEIGHT				1		
EVALUATION CRITERIA						
Presentation Performance	EX	MT	NI	UN	NA	NO
1. Communicates clearly and effectively						
2. Organizes material to foster student understanding						
3. Demonstrates mastery & currency of content						
4. Uses counseling time and/or technology-mediated counseling options in an effective manner						
Narrative Comments (Required for EX, MT, NI, or UN):						
Evidence of Student Learning	EX	MT	NI	UN	NA	NO
5. Encourages critical thinking in students						
6. Fosters student participation						
7. Uses visual, auditory, and contextual modalities for student learning						
8. Counseling environment is conducive to learning						
9. Assesses student success and makes changes based on information gathered.						
Narrative Comments (Required for EX, MT, NI, or UN):						
Relationship with students, staff, and colleagues	EX	MT	NI	UN	NA	NO
10. Demonstrates respect for students, staff & others						
11. Demonstrates respect for colleagues						
12. Assists students with appropriate referrals and follow-up						
13. Student evaluations of counselor reflect satisfaction with the counseling services and/or teaching						
Narrative Comments (Required for EX, MT, NI, or UN):						

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## **COUNSELING FACULTY EVALUATION**

Name (Last, First)
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Approaches to Counseling	EX	MT	NI	UN	NA	NO
14. Keeps current in knowledge of field						
15. Displays enthusiasm for the subject matter						
16. Demonstrates effective use of varied counseling techniques						
17. Demonstrates sensitivity to cultural diversity and students' linguistic skills						
18. Keeps thorough records pertaining to student contacts						
19. Exhibits strong organizational skills						
Narrative Comments (Required for EX, MT, NI, or UN):						
Professional Responsibility Tenured and Tenure-Track Faculty Only	EX	MT	NI	UN	NA	NO
20. Consistently submits required documents in a timely manner such as grades, rosters etc.						
21. Participates in division and professional development activities						
22. Participates in governance committees						
23. Attends faculty, division, and departmental meetings, if applicable						
24. Completes flex assignments in a timely manner						
25. Participates in evaluation and/or hiring committees						
26. Works with peers to improve programs						
27. Participates in program review						
28. Participates in curriculum development						
Narrative Comments (Required for EX, MT, NI, or UN):						
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Professional Responsibility - Adjunct Faculty Only	EX	MT	NI	UN	NA	NO
29. Consistently submits required documents in a timely manner such as grades, rosters etc.						
30. Completes flex assignments in a timely manner						<u></u>
Compensated time for the additional activities listed below shall not be rated on this form					1	
31. Participates in division and professional development activities						
32. Participates in governance committees						
33. Attends facutly, division, and department meetings, if applicable						
34. Works with peers to improve programs						
35. Participates in program review						
36. Participates in curriculum development						
Narrative Comments (Required for EX, MT, NI, or UN):						

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COUNSELING FACULTY EVALUATION	Name (Last, First)
When determining the overall rating, plea	ase note:
to Counseling; and Professional Respons	formance; Evidence of Student Learning; Relationship with Students, Staff, and Colleagues; Approaches sibility) cannot be averaged because the criteria are not equal in weight. The evaluator shall explain the riteria sections in the Summary Evaluation below.
Exceeds professional standards	The counselor is innovative, engaging, and creates a counseling environment that produces an outstanding experience for the students. Students come away excited and knowledgeable about their plans. Performance outside the counseling office may also be considered.
Meets professional standards	The counselor knows their field and presents information in an understandable and orderly manner. Students gain knowledge of the key concepts and issues while being counseled. Performance outside the counseling office may also be considered.
Needs to improve	The counselor has a basic understanding of the field, but has difficulty translating that understanding into an effective presentation. Students have trouble grasping core concepts and fail to engage with the information. The counselor performs at an academic and professional level below what is expected. Performance outside the counseling office may also be considered.
Unsatisfactory performance	
	It is not clear that the counselor has a fundamental knowledge of the field. The counselor performs at an academic and professional level that is unacceptable. No measurable student learning is evident and goals of counseling have not been met. Performance outside the counseling office may also be considered.
Summary evaluation, including commend	dations and recommendations:

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Name (Last, First)		

## **SIGNATURES**

Evaluator	Date	
Division Chair	Date	
Evaluatee	Date	

Signature of evaluatee does not constitute endorsement of the evaluation. The evaluatee has the right to submit written comments regarding this evaluation for his/her file.

- · Original copy must be forwarded to Human Resources for the evaluatee's personnel file.
- A copy is provided to the evaluatee.
- · A copy may be kept on file in the evaluator's office.
- In the case of evening faculty, a copy may be kept in the Instructional Services Office.