



# Counseling Faculty Performance Evaluation

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Instructional Program or Discipline: \_\_\_\_\_

Evaluators: \_\_\_\_\_

## Rating Scale\*:

N/A **DOES NOT APPLY** to this employee at this time, and/or there has been insufficient opportunity to observe and/or reasonably assess performance in this area

(1) Doing **LESS** and/or quality is **LESS THAN EXPECTED** (quality/quantity)

(2) Doing **WHAT IS EXPECTED** in this position (quality/quantity)

(3) Doing **MORE** and/or **BETTER THAN EXPECTED** (quality/quantity)

*\*Evaluators must explain any rating of less than 2 in the comments*

## Sources on which Evaluation is based:

Self-Evaluation

Student Review of Faculty Performance

Faculty/Team Initials: \_\_\_\_\_

Worksite Observation

Mid-Semester Review Date: \_\_\_\_\_

Other: \_\_\_\_\_

## COUNSELOR EFFECTIVENESS

(Based on evaluator observations and student evaluations.)

### Evaluator Observations:

**RATING**  
(1) (2) (3) N/A

1. Has knowledge of academic advising requirements and standards.
2. Provides clear and concise information regarding academic requirements.
3. Is well prepared for counseling sessions.
4. Has knowledge of career and personal counseling.
5. Meets counseling appointments promptly.
6. Encourages students to ask questions and express opinions.
7. Provides a supportive atmosphere for resolving student personal problems.
8. Is supportive and encouraging to students.
9. Is willing to assist faculty, staff and administration.
10. Is considerate and focused on student concerns.
11. Courteous and approachable by students.
12. Demonstrates sensitivity to students from diverse backgrounds.
13. Able to relate with students and command their respect.
14. Provides outreach services (information sessions, testing coordination, counseling, etc.) to assigned school or agency.

**Student Observations:****RATING**  
**(1) (2) (3) N/A**

1. Plans for and is well-prepared to teach/counsel.
2. Well prepared for counseling sessions.
3. Meets counseling appointments promptly.
4. Encourages students to ask questions and express opinions.
5. Provides a supportive atmosphere for resolving student personal problems.
6. Supportive and encouraging to students.
7. Considerate and focused on student concerns.

**Overall Teaching and Instruction Effectiveness**

(An average rating of 1.5 = an overall average of 2; 2.5 = 3)

**Area/Departmental Responsibilities and College-Wide Service****RATING**  
**(Yes) (No) (N/A)**

1. Is knowledgeable about and abides by College, Area and Departmental policies, procedures, and timelines/targets
2. Orders instructional materials, equipment, textbooks, etc. in a timely fashion
3. Works cooperatively with and assists other staff members (especially new faculty)
4. Provides information for the development of departmental budgets and monitors expenditures as needed
5. Exercises good judgement in the management and use of facilities, equipment & supplies
6. Attends division meetings and in-services
7. Develops Student Learning Outcomes or Service Area Outcomes as needed
8. Assesses Student Learning Outcomes or Service Area Outcomes as needed
9. Produces written reports on SLO or SAO assessment results as needed
10. Initiates and/or participates in overall department-wide program development, maintenance, evaluation, revision, updating, and/or expansion of programs  
Examples:
11. Participates in Area and Departmental duties and responsibilities

**Area and Departmental Responsibilities Overall Rating**

(An average rating of 1.5 = an overall average of 2; 2.5 = 3)

**RATING**  
**(1) (2) (3) (N/A)****College-Wide Service****RATING**  
**(Yes) (No) (N/A)**

12. Demonstrates a pattern of service on College committees, projects and/or student organizations
13. Participates in faculty/college governance
14. Participates in flexible calendar duty days

**Professional Development**  
(Years 2, 3, and 4 only)

(Yes) (No) (N/A)

1. Demonstrates a pattern of academic/professional and/or technical updating or currency

**Comments by Evaluators**

**Classroom Visitation Date(s):** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Specific Course Name:** \_\_\_\_\_

**Comments (Address any ratings of 2 and below):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*\*If necessary, provide additional comments and/or recommendations for improvement on a separate sheet of paper.*

**Recommendation**

**Check one of the choices below:**

1. ☐ Not recommended for continued employment
2. ☐ Continued employment contingent upon correction of noted recommendations for improvement  
– *Any rating of less than 2 in the overall categories must include recommendations for improvement (include or attach to evaluation)*
3. ☐ Recommended for continued employment

**Comments by Faculty Member**

(Attach additional sheets if needed)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note: Attach a copy of the student evaluation summary.

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The above signature of the faculty member indicates that the faculty member has been given a copy of this evaluation and has had the opportunity to review it. It does not necessarily denote agreement with all factors of the evaluation.