



Counselor Faculty Performance Evaluation

Name: _____ SCC ID: _____ Date: _____

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 2 or less in the comments section*

Sources on which Evaluation is based:

Self-Evaluation Student Review of Faculty Performance Faculty/Team Initials:
 Worksite Observation Mid-Semester Review Date: _____
 Other: _____

Teaching and Instructional Effectiveness

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. Motivates students; interest in their educational planning.
12. Assists with student orientation and recruitment.
13. Demonstrates sensitivity to counsel students from diverse backgrounds.
14. Assists as a liaison with an assigned academic division or special area.
15. Provides outreach services (information sessions, testing coordination, counseling, etc.) to assigned school or agency.

Overall Librarian 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. Initiates and/or participates in overall department-wide program development, maintenance, evaluation, revision, updating, and/or expansion of programs
Examples: _____

8. 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
(Yes) (No) (N/A)

College-Wide Service

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

Professional Development and Community Service (Optional)

(Yes) (No) (N/A)

1. Demonstrates a pattern of academic/professional and/or technical updating or currency
2. Contributes to the local community

Comments by Evaluators
(Attach additional sheets if needed)

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 2 or lower 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)

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