

APPENDIX J1.E
ADMINISTRATIVE AND PEER EVALUATION FORM
FACULTY - COUNSELING
(Article 6 and 6A - Evaluation)
Foothill-De Anza Community College District

FACULTY NAME: _____ QUARTER: _____

DEPARTMENT/PROG: _____ ACADEMIC YR: _____

CAMPUS LOCATION: Foothill De Anza Center (specify) _____

FACULTY STATUS: (check one) Full-time Part-time

If full-time, (check one) Tenured Contract (grant-funded/temporary replacement)
 Probationary Phase I Probationary Phase II Probationary Phase III

If part-time, number of service credits in Division (per Article 7.9) _____

DUTIES: Instructor Counselor Librarian Other (specify) _____

COURSE/ACTIVITY: _____ LENGTH OF VISIT: _____
(normally 50 minutes)

EVALUATION DATE: _____ EVALUATOR'S NAME: _____
(please print)

Date of Pre-eval meeting (required) _____ Date of Post-eval meeting (required) _____

EVALUATION TYPE: Administrative Probationary (Tenure Committee) Peer

Date: _____
Signature of Evaluator _____ CWID _____

Date: _____
Signature of Division Dean _____

Date: _____
Signature of Vice President for Instruction or
Signature of Vice President for Student Services _____

I am aware of my rights as provided in the appropriate article of the District Agreement, Article 6 or Article 6A. I have read this report, am aware of the opportunity to add my own comments, and recognize that I have the right to discuss it with the President if I so desire.

Date Signature of Faculty Member CWID

The purposes of evaluation are contained in Articles 6 and 6A of the Agreement.

For Office Use Only:
Copy - Instructor _____ Update Banner _____ PAY? YES or NO DEAN AUTH. _____
Copy - Division _____ To Payroll _____ FOAP _____ INDEX CODE _____
Revised 6/2022

ADMINISTRATIVE AND PEER EVALUATION FORM FOR FACULTY
 Foothill-De Anza Community College District

This form may not be modified unless agreed upon by the Board and the Faculty Association.

This form uses both objective and narrative data. Please use the rating system for each applicable criterion. Then, write a brief narrative for each section and, finally, a comprehensive summary statement.

Rating system:

EX = Exceeds Expectations	UN = Unsatisfactory
MT = Meets Expectations	NA = Not Applicable
ND = Needs Development	NO = Not Observed

For advancement through the tenure process, earning of Professional Achievement Awards (PAA), or attainment of Reemployment Preference (REP) for part-time faculty, MT is the standard for each criteria. EX is available as a rating to recognize areas of uncommon excellence; an EX rating is not required for tenure, PAA, or REP.

A rating of ND or UN does not prevent one from advancing through the tenure process, earning a PAA, or attaining REP. It is the entirety of the evaluation that is considered in these decisions, and faculty are given an opportunity to demonstrate improvement in cases of ND or UN ratings.

SECTION I.

Counseling	EX	MT	ND	UN	NA	NO
1. Demonstrates knowledge of counseling theories and techniques.						
2. Is accessible to students.						
3. Listens well and provides opportunities for students to express their concerns.						
4. Helps students define and seek solutions to problems.						
5. Researches questions brought by students, or directs students to appropriate sources of information/assistance when advisable.						
6. Keeps current with District classes, programs, and resources for students.						
7. Demonstrates knowledge of District policies and procedures affecting students.						
8. Communicates across disciplines within the academic community.						
9. Communicates ideas clearly and effectively.						
10. Uses appointment time effectively.						
11. Uses technological resources to advise students, to maintain case notes, to keep colleagues informed and to keep abreast of new information impacting students						
Narrative Comments						
Workshops (as applicable)	EX	MT	ND	UN	NA	NO
12. Uses current materials and theories.						
13. Uses workshop time in an effective manner.						

14. Teaches at a level that supports the achievement of the learning outcomes.						
15. Stimulates student interest in the material presented.						
16. Provides students the opportunity to engage with the material in a variety of ways.						
17. Provides welcoming environment that is conducive to diverse learners.						
Narrative Comments						
Relationship with students and colleagues	EX	MT	ND	UN	NA	NO
18. Demonstrates sensitivity and respect when working with students, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses						
19. Demonstrates sensitivity and respect when working with colleagues, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses						
20. Is open Demonstrates openness to constructive feedback.						
21. Communicates with the academic community						
Narrative Comments						
Other job requirements (to be completed by Dean or appropriate supervisor)	EX	MT	ND	UN	NA	NO
22. Documents counselee appointments and maintains adequate records.						
23. Submits required departmental documentation, including census, and/or positive attendance, and grades on time.						
24. Maintains scheduled office hours.						
25. Follows health and safety regulations.						
26. Demonstrates sensitivity and respect when working with colleagues, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses (same as 19 but ranked by dean)						
27. Works with student and/or student support services to provide reasonable accommodations and provides accessible materials where appropriate.						
28. Attends required meetings.						
29. Responds to <u>student, department/division, or college/District</u> communication in a timely manner, generally considered within two school days.						
Tenured and Tenure-Track Faculty After Phase I Only						
30. Participates in curriculum updates as required by Title 5						
Narrative Comments						

Professional Responsibility	EX	MT	ND	UN	NA	NO
31. Keeps current in the discipline, pedagogy, and practices.						
32. Participates in the SLO/SAO process, including providing students access to SLOs and assessing and documenting evidence, as needed by the department (for Part-time Faculty, see Article 7.25)						
Tenured and Tenure-Track Faculty Only After Phase I Only						
33. Serves the department, discipline, or college/district community through membership on committees, participation in special assignments, program review, or other projects/research. Serves on committees, or participates in special assignments, research, program review or other projects that serve the department, discipline or college/district community						
Narrative Comments						

SECTION II. EVALUATOR'S COMPREHENSIVE SUMMARY STATEMENT:

(This section may include, in addition to synthesis, professional activities not previously mentioned, suggestions for further growth, and professional contributions to the District.)

SECTION III. FACULTY MEMBER'S COMMENTS: