

**NON-TEACHING COUNSELOR FACULTY PEER/PANEL-EVALUATION**

**Evaluator:** \_\_\_\_\_ **Evaluee:** \_\_\_\_\_  Peer  Panel

Your willingness to assess your faculty peers will assist them in improving their instructional expertise. The peer evaluation of faculty is designed to provide feedback on faculty member’s strengths and weaknesses from the perspective of their colleagues. This evaluation, along with the self, student, and administrative evaluation provide the faculty member valuable insight, and useful strategies for professional development, growth and improvement.

**EVALUATOR’S CHECKLIST**

<b>1. <input type="checkbox"/> Observation (9<sup>th</sup> – 13<sup>th</sup> week of the semester).</b> <input type="checkbox"/> <b>Online Visitation (9<sup>th</sup> – 13<sup>th</sup> week of the semester).</b>			
A. Prior to the observation/evaluation, the Evaluator shall contact the faculty member being evaluated to arrange an observation of a counselling session visit <i>(or two if necessary)</i> .			
Date of Observation:		Date of 2 <sup>nd</sup> Observation	
B.1. <input type="checkbox"/> Post-visitation, individual discussion held within three weeks of visit.			
Date of Individual Discussion:			
B. 2. <input type="checkbox"/> Panel-meeting.			
Date of Panel Discussion:			
<b>2. Review of Materials from the Instructional Office.</b>			
A. Review the faculty member’s self-evaluation materials. <i>Available the 11<sup>th</sup> week of the semester.</i>		B. Review student evaluations <i>Available the 13<sup>th</sup> week of the semester.</i>	
Date Reviewed:		Date Reviewed:	
<i>Signatures</i>			
<b>3. Complete this form and return it to the Instruction Office (no later than the 16<sup>th</sup> week of the semester).</b>			

Approved by S & P 5/7/18  
 Approved by AS 5/9/18  
 Approved by FT Union (per Rick Stock, email dated 8/30/18)

## EVALUATION DOMAINS

### **I. EFFECTIVE COUNSELING**

### **II. SERVICE and PROFESSIONAL DEVELOPMENT**

## EVALUATION RATINGS:

Please use a scale of 1-5 with '1' meaning unsatisfactory and '5' meaning exceptional; if not applicable use N/A.

- (1) UNSATISFACTORY – Performance is at an unacceptable academic and professional level. Comment(s) required.
  - (2) NEEDS IMPROVEMENT– Performance is below, in some areas, the academic and professional level ordinarily expected of community college instructors. Comment(s) required.
  - (3) SATISFACTORY - Performance is typical of the academic and professional level ordinarily expected of community college instructors.
  - (4) GOOD - Performance is above the academic and professional level ordinarily expected of community college instructors.
  - (5) EXCEPTIONAL - Performance far exceeds the academic and professional level ordinarily expected of community college instructors.
- N/A – Not Applicable

In this portion of the assessment, please rate the faculty member's job performance based on the following areas as they relate to the faculty member's job description. Please consider criteria to assist you in the evaluation process of the different nature of each teaching field and uniqueness of each program. Please use the "comment and suggestions" area to explain or elaborate responses. Comments are required for any unsatisfactory or needs improvement evaluation.

### **I. EFFECTIVE COUNSELING**

<b>A. Review of Self-Evaluation Materials</b>	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(NA)</b>
1. Provides updated professional material, including sample handouts for students.						
2. Data related to counseling is accurate and relevant.						
3. Materials provided are relevant to community college students.						

Provide comments, commendations and/or suggestions. If not applicable, use NA.

Approved by S & P 5/7/18

Approved by AS 5/9/18

Approved by FT Union (per Rick Stock, email dated 8/30/18)

<b>B. Counselling Observation</b>	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(NA)</b>
1. Responds to my concerns about students.						
2. Keeps me apprised/updated on counseling implications related to my discipline.						
3. Participates in committees and college programs.						
4. Is reasonably accessible to faculty.						
5. Maintains a professional demeanor while being a good role model.						
6. Participates in communications with peers.						
7. Accepts professional responsibilities and personal development activities.						
8. Meets appointments on time.						
9. Is knowledgeable of campus resources and services.						
10. Listens to instructors concerns about students and subject matter.						
11. Advises students in academic and program areas.						
12. Supports and is involved in or advises any student activities (e.g. clubs or organizations).						
13. Demonstrates sensitivity in working with students, faculty, and staff from diverse backgrounds.						
14. Participates and contributes effectively in internal/shared governance projects and attends required meetings.						

Using the observations and points made in the student evaluations, please summarize your ratings and cite specific examples and/or factors. Provide comments, commendations and/or suggestions. If not applicable, use NA.

Approved by S & P 5/7/18

Approved by AS 5/9/18

Approved by FT Union (per Rick Stock, email dated 8/30/18)

## II. INSTITUTIONAL SERVICE, PROFESSIONAL DEVELOPMENT, and COMMUNITY SERVICE

<b>A. Institutional Service</b>	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(NA)</b>
1. Demonstrates sensitivity in working with students, faculty, and staff from diverse backgrounds.						
2. Participates and contributes effectively in internal/shared governance projects and attends required meetings.						
3. Contributes to the development/needs of their program/ division/ institution.						
4. Supports and is involved or advises any student activities (e.g., clubs or organizations).						

Provide comments, commendations and/or suggestions. If not applicable, use NA.

<b>B. Professional Development</b>	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(NA)</b>
Demonstrates concern for continued self-evaluation and professional growth.						

Provide comments, commendations and/or suggestions. If not applicable, use NA.

Approved by S & P 5/7/18

Approved by AS 5/9/18

Approved by FT Union (per Rick Stock, email dated 8/30/18)

<b>C. Community Service</b>	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(NA)</b>
Performs community service (i.e., trains or consults with local /regional businesses, industries; contributes to community events and activities, etc.).						

Provide comments, commendations and/or suggestions. If not applicable, use NA.

Approved by S & P 5/7/18

Approved by AS 5/9/18

Approved by FT Union (per Rick Stock, email dated 8/30/18)