

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 *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 6/2023

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: | MT = Meets Expectations | NA = Not Applicable |
| | ND = Needs Development | NO = Not Observed |
| | UN = Unsatisfactory (significant improvement needed) | |

SECTION I.

| Counseling | 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: Please recognize any areas of exceptional performance or clarify any ratings of ND or UN. | | | | | |
| | | | | | |
| Workshops (as applicable) | 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: Please recognize any areas of exceptional performance or clarify any ratings of ND or UN. | | | | | |
| Relationship with students and colleagues | 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. Demonstrates openness to constructive feedback. | | | | | |
| 21. Communicates with the academic community | | | | | |
| Narrative Comments: Please recognize any areas of exceptional performance or clarify any ratings of ND or UN. | | | | | |
| Other job requirements (to be completed by Dean or appropriate supervisor) | 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 student, department/division, or college/district 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 : Please recognize any areas of exceptional performance or clarify any ratings of ND or UN. | | | | | |
| Professional Responsibility | 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 7.26) | | | | | |
| 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. | | | | | |
| Narrative Comments: Please recognize any areas of exceptional performance or clarify any ratings of ND or UN. | | | | | |

SECTION II. EVALUATOR'S COMPREHENSIVE SUMMARY STATEMENT:
(In addition to synthesis, this section may include professional activities not previously mentioned, suggestions for further growth, and professional contributions to the District.)

SECTION III. FACULTY MEMBER'S COMMENTS: