

**Evaluation of Counseling Faculty
(Counselor)**

Counselor: _____

Evaluation Year/Campus: _____ Date: _____

Employee ID: _____

The evaluation consists of the counselor self-evaluation form, dean’s evaluation of the counselor, and the counselor’s portfolio.

The counselor self evaluation provides an opportunity for the counselor to rate his/her general handling of professional responsibilities, list his/her accomplishments, respond to student evaluations, and review the year’s professional growth and development.

RATINGS KEY

- | | |
|-------------------------------|----------------------------------------------------------------------------------------------------|
| Excellent (EX) | Consistently demonstrates outstanding performance in this area. |
| Very Good (VG) | Achieves all results expected. Frequently exceeds position requirements. |
| Meets Standards (MS) | Achieves results expected. |
| Needs Improvement (NI) | Achieves some results expected; requires corrective action, including training and/or development. |
| Unacceptable (UN) | Not performing at the minimum acceptable level. |

GENERAL HANDLING OF RESPONSIBILITIES						
		EX	VG	MS	NI	UN
1	Job knowledge – demonstrates knowledge and understanding of professional counseling theory and practice and educational planning as applicable to ACC’s mission, programs, and policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Quality of Work – maintains accuracy and freedom from errors, adherence to policies and procedures, effective interventions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Quantity of Work - demonstrates satisfactory work output (e.g. number of students served, input into database as necessary, deadlines met, timely response to requests, and/or complaints).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Planning and Organizing - sets reasonable and attainable objectives and goals, establishes priorities, allocates resources effectively, anticipates future requirements, and maintains appropriate records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Work Timeliness and Dependability - meets deadlines required and follows assigned tasks through to completion in a reasonable manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Problem Solving - identifies and evaluates alternative solutions and makes appropriate decisions. Offers constructive suggestions to improve operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Flexibility - works well under pressure and is sensitive to problems and changes within the work environment, responding to them appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Working with others - establishes and maintains productive and collegial working relationships and other team efforts; demonstrates a commitment to providing quality service to students, faculty, staff, and community; works effectively in committee (campus or college-wide).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Initiative and Creativity – maintains motivation, works conscientiously, shares enthusiasm; accepts responsibility and takes appropriate action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Professional Conduct - adheres to policies and procedures, maintains contact with immediate supervisor, and accepts suggestions and constructive criticism.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Communication - communicates (orally and in writing) effectively with students, staff, faculty, and the community (e.g., class visits, presentations, and workshops).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Professional Development - continues to develop professional competence in the discipline. Shares information gained with colleagues as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments on Items 1-12 (optional)

Accomplishments—briefly list accomplishments over the past academic year.

Action Plan

Portfolio

New counselors complete a portfolio every year for the first three years.

Counselors on multiyear contracts submit a portfolio **every three years** effective on the 2008-09 academic year. Counselors on probationary status may be required to submit portfolios on an annual basis.

The content of the portfolio will include the following items:

1. **Counseling Philosophy Statement**
2. **Supporting documentation** (*Flyer or handouts used in group or individual settings, Workshops/presentation outlines, Retention Tools, frequently used resources – agencies, internet, organizations, references*)
3. **Summary of evaluation responses**
 - A. Student Evaluations (Workshops for College Success, Counselor Service Evaluation)
 - B. Composite of Campus Dean of Student Services' Observation(s)
4. **Professional development summary**

Evaluation Summary

Full-time Faculty – Counseling Services

Name: _____ Campus: _____

Overall Rating *(Required)*

Excellent Very Good Meets Standards Needs Improvement Unacceptable

VP Use

One Year Multi-Year 3 2 1

Dean Comments

Dean Signature

Date

Counselor Comment

Counselor Signature

Date

- Yes No I have seen the Dean's Rating form.
 Yes No I have discussed this evaluation with my dean.
 Yes No I would like an appointment with the VP to discuss this.