

**Evaluation of Counseling Faculty  
(Dean)**

Counselor: \_\_\_\_\_

Employee ID \_\_\_\_\_ Date: \_\_\_\_\_

Evaluation Year/Campus: \_\_\_\_\_

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

The Dean’s evaluation of Counseling Faculty provides an opportunity for the Dean to rate the counselor’s general handling of professional responsibilities and to create an evaluation summary.

**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.

	<b>GENERAL HANDLING OF RESPONSIBILITIES</b>	<b>EX</b>	<b>VG</b>	<b>MS</b>	<b>NI</b>	<b>UN</b>
<b>1</b>	<b>Job knowledge</b> – 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"/>
<b>2</b>	<b>Quality of Work</b> – 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"/>
<b>3</b>	<b>Quantity of Work</b> - 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"/>
<b>4</b>	<b>Planning and Organizing</b> - 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"/>
<b>5</b>	<b>Work Timeliness and Dependability</b> - 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"/>
<b>6</b>	<b>Problem Solving</b> - 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"/>
<b>7</b>	<b>Flexibility</b> - 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"/>
<b>8</b>	<b>Working with others</b> - 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"/>
<b>9</b>	<b>Initiative and Creativity</b> – 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"/>
<b>10</b>	<b>Professional Conduct</b> - 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"/>
<b>11</b>	<b>Communication</b> - 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"/>
<b>12</b>	<b>Professional Development</b> - 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"/>



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 questions about seeing Dean's Rating form, discussing with dean, completing Professional Development requirement, and appointment with VP.