

Evaluation Process – Non-Instructional Faculty

A. Counselor Evaluations

1. The counselor evaluation process parallels the faculty evaluation process. The primary function of a counselor is very different from the primary function of a full-time instructional faculty member. Therefore, the counselor evaluation procedure is separate from the evaluation procedures for full-time instructional faculty.

2. The evaluation consists of:

a) The counselors complete the *Evaluation of Counseling Faculty form*, which provides an opportunity to rate their general handling of professional responsibilities, list their accomplishments, respond to student evaluations, and review the year's professional growth and development.

b) The Dean of Student Services will complete the *Dean's copy of the Evaluation of Counseling Faculty form*, the *Evaluation Summary form*, and either a *Counseling Session form* or *Workshop Observation form*.

c) The portfolio will include:

1. Statement of counseling philosophy
2. Frequently used resources: samples of handouts or retention tools
3. Workshops/presentation outlines
4. Forms:

a. Counseling Session (Student Evaluation) – used by the student to evaluate the counselor's service.

b. Dean Observation:

i. Counseling Session (Dean's Evaluation) - used by the Dean of Student Services to evaluate a counseling session.

ii. OR Workshop Evaluation (Dean's copy) – used by the Dean of Student Services to evaluate a counseling workshop.

c. Workshop Evaluation (Student's copy) – used by attendees to evaluate counseling workshops.

d. Workshop Facilitator Summary – used by facilitators to summarize workshop data.

New counselors complete a portfolio every year for the first three years. Counselors on multiyear contracts submit a portfolio every three years effective the 2008-2009 academic year. Counselors on probationary status may be required to submit portfolios on an annual basis.