



FACULTY SUMMARY EVALUATION FORM C COUNSELING

All PC and Mac users please note: This form must be opened using **Adobe Reader**; any forms opened/used in “Preview Mode” will not function properly.

COUNSELOR:

☐ TENURED

☐ NON-TENURED

SCHOOL:

/20

Faculty member is encouraged to attach supplemental materials if they so desire (i.e. resume, curriculum vitae, lists of conferences attended, copies of written publications, transcripts of course work and syllabus of each assigned course).

I. STRENGTHS AND AREAS FOR IMPROVEMENT: Use the drop box to the left of each item to indicate items that are beyond normal standards, i.e., **Superior (S)**, or **Unsatisfactory (U)**. Written comments must reflect the rationale for either selection. If the item is acceptable or if it does not apply, please leave the item blank.

A. PERFORMANCE EFFECTIVENESS:

1. Demonstrates professional knowledge of counseling techniques and changes in the field.
2. Provides students with academic, career, personal counseling and/or support services.
3. Plans and organizes each counseling assignment.
4. Applies appropriate techniques and methods in instructional environments.
5. Evaluates student progress toward attainment of goals.
6. Promotes student retention.
7. Submits documents and reports in a comprehensive and timely manner.
8. Works with faculty members in understanding and solving the problems of students.
9. Communicates effectively with students.

COMMENTS:

B. INSTITUTIONAL COMMITMENT:

1. Participates in School/Center/Unit activities/committees.
2. Participates in co-curricular activities.
3. Participates in general college activities/committees.
4. Observes policy and procedural requirements.
5. Participates in program development and projects as needed.
6. Participates in program review, master planning, grants.
7. Participates in faculty selection, orientation, and evaluation.
8. Provides community groups and individuals with information regarding programs/courses.
9. Contributes to the quality of the community.

COMMENTS:**C. PROFESSIONAL ACTIVITIES:**

1. Participates in professional development activities (i.e. coursework, workshops, seminars).
2. Presents/Develops lectures, papers, workshops, seminars as needed.
3. Maintains membership in professional organizations.
4. Participates in Sabbatical Leave and/or Faculty Exchanges.
5. Participates in other creative and scholarly activities (i.e. publishings, grants, awards).

COMMENTS:

D. STUDENT RELATIONS:

1. Demonstrates an understanding of student rights.
2. Acknowledges student needs.
3. Promotes understanding of and a sensitivity to diversity in students.
(i.e. academic, social, economic, cultural, disability and ethnic backgrounds).
4. Respects student opinions and concepts.
5. Develops a meaningful level of student involvement in identifying educational goals.
6. Provides student advisement.
7. Promotes student success.

COMMENTS:**E. COLLEGIAL RELATIONS:**

1. Demonstrates a general understanding of institutional roles of other faculty, staff and administration.
2. Promotes an understanding of and a sensitivity to diversity in faculty, staff and administration
(i.e. academic, social, economic, cultural, disability and ethnic backgrounds).
3. Respects the rights of other faculty, staff and administrators to voice opinions.
4. Seeks ways to work cooperatively and productively.

COMMENTS:

II. OVERALL EVALUATION:☐ Satisfactory☐ Improvement Needed (Attach Plan)☐ Unsatisfactory**SUMMARY COMMENTS:****III. STAFF DEVELOPMENT PLAN:**

(Note: For Improvement needed, attach a written plan reflecting the following):

- A. Plan
- B. Goals to be achieved
- C. Timelines
- D. Method(s) of Evaluation

IV. EVALUATORS' SIGNATURES:_____
Committee Chair/Peer_____
Date_____
Peer Member_____
Date_____
At-Large Faculty Member_____
Date_____
Dean/Administrator_____
Date_____
Faculty Member_____
Date

Note: The faculty member's signature on this document indicates his/her awareness of the above report and not necessarily his/her concurrence with this evaluation.