

Evaluation Guidebook
for
Probationary Counselors

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This packet contains all of the policy and procedure language from Appendix X to the UF/CCCCD Contract related to the evaluation of Probationary (Tenure Track) Counselors. Probationary classroom faculty, librarians, learning disability specialists, faculty who teach on-line, part-time and tenured faculty should consult different guidebooks (available on-line, from the UF or from any Division Dean's office). The forms included in this book are samples only. Please use the forms available in your Division Office. If you have questions about the evaluation process or about the forms, please contact the United Faculty or your Division Dean.

X3.2.1 CONTRA COSTA COMMUNITY COLLEGE DISTRICT IMPLEMENTATION OF FACULTY EVALUATION GUIDELINES

These revised faculty Evaluation Guidelines replace the faculty Evaluation Guidelines approved by the Governing Board on April 27, 1994 and shall be implemented beginning Fall 2010.

All faculty evaluations conducted after implementation of this agreement shall use the new forms and procedures, but no evaluation timelines will be altered nor any faculty member reevaluated as a result of this agreement.

X3.2.2 CONTRA COSTA COMMUNITY COLLEGE DISTRICT FACULTY EVALUATION GUIDELINES

Guidelines for faculty evaluation were developed by United Faculty, academic senate, and management representatives. The goals of evaluation are to promote professionalism and enhance performance among the faculty of the District and to allow assessment of performance based on clear and relevant criteria. The college president is responsible for the implementation of the evaluation process.

X3.2.3 COMPOSITION, FORMATION AND RESPONSIBILITIES OF THE TENURE REVIEW COMMITTEE

X.3.2.3.1 The Tenure Review process shall be conducted in adherence to the applicable Education Code (87663d).

X.3.2.3.2 The Tenure Review Committee (TRC) is charged with the responsibility of conducting the evaluation and shall be composed of three members: one regular faculty member chosen by the probationary faculty member; one regular faculty member chosen by the department/sub-area of which the probationary faculty member is a part (in the case of a one person department/subarea, this faculty member shall be chosen by the division/area of which the probationary faculty member is a part.); and one manager who is the immediate supervisor of the probationary faculty member or the dean of instruction/dean of student services/area dean. This manager shall be appointed by the president.

X3.2.3.3 An evaluator may serve on a TRC if s/he has participated in an orientation to evaluation within the last three years.

X3.2.3.4 Responsibilities of Members of the TRC:

X3.2.3.4.1 The TRC shall select a chair by majority vote whose responsibilities include the following:

- A) convening the TRC conferences at least two times each semester at mutually agreeable times: (1) a pre-evaluation conference; (2) if necessary, a progress evaluation conference after TRC members have completed classroom observation; (3) a post evaluation conference after all evaluations have been completed;
- B) ensuring that committee members and the evaluatee have appropriate forms;
- C) coordinating student evaluations, classroom observations, and observations of counselors, librarians, and learning disabilities specialists;
- D) adhering to the specified timetable for the evaluation process in conjunction with the appropriate dean/director;
- E) communicating evaluation results to the probationary faculty member;
- F) ensuring that all evaluation materials have been placed in the portfolio of the probationary faculty member; and
- G) ensuring that the committee determines whether other duties related to the evaluatee's load responsibilities ought to be addressed/evaluated.

X3.2.4 **WORKPLACE OBSERVATION PROCEDURES FOR COUNSELORS**

X3.2.4.1 Evaluation shall be conducted by the evaluator(s) in accordance with the timetables.

X3.2.4.2 Observations shall be scheduled at least one week in advance with the mutual agreement of the faculty member to be evaluated.

X3.2.4.3 In the pre-evaluation conference, the evaluator(s) shall obtain materials used in the course of job performance, such as individual educational plans.

X3.2.4.4 The evaluator/observer shall observe counselors working with clients for at least one hour.

X3.2.4.5 The documentation used for workplace observation shall include narrative comments. (See Workplace Observation Form).

X3.2.4.6 Within two weeks of the workplace observation, each evaluator shall complete the observation form and meet with the evaluatee to discuss the observation.

X3.2.5 **STUDENT EVALUATION PROCEDURE FOR COUNSELORS**

- X3.2.5.1 Student evaluation forms shall be administered, completed, and returned by each student at the end of each counseling session conducted by the counselor between the start of the fifth week and the end of the eighth week of the semester. At the appointment desk, students will receive evaluations and envelopes for completion after the counseling session. The student shall submit the completed form in a sealed envelope to the appointment desk for collection by the chair of the evaluation committee. The disbursement and collection of student evaluations will cease when the number collected reaches fifty (50) for probationary faculty and thirty (30) for tenured, part-time and faculty emeritus employees. The chair of the evaluation committee will then deliver the forms to the appropriate manager or designee.
- X3.2.5.2 When a counselor is being evaluated in a classroom setting during the same semester that he or she is being evaluated during counseling sessions, student evaluations will be administered in the class as well as at counseling sessions. In this case, the disbursement and collection of student evaluations in counseling sessions will cease when the number collected reaches thirty (30) for probationary faculty and twenty (20) for tenured, part time and faculty emeritus employees.
- X3.2.5.3 The appropriate manager shall ensure that the student evaluations are confidentially scored and transcribed. A summary sheet of the objective data shall be prepared for each class in which student evaluations are administered. Written comments shall be transcribed for all faculty. The evaluation committee shall review the summary data sheet and the written comments. The chair shall summarize the written comments and the objective data in the summary report. The summary data sheet and transcriptions of written comments shall be attached to the summary report.
- X3.2.5.4 The original student evaluation forms shall be confidentially maintained. If the probationary faculty member is awarded tenure, original student evaluations will be destroyed. If the probationary faculty member is denied tenure, student evaluations will be stored for at least five years after notification of tenure denial.
- X3.2.5.6 The form used for student evaluations shall be the Student Evaluation Form for Counselors.

X3.2.6 **RIGHTS AND RESPONSIBILITIES OF EVALUATEES**

X3.2.6.1 Rights

- X3.2.6.1.1 A probationary faculty member being considered for tenure is entitled to be informed of the procedures of the Tenure Review process, including all appeal processes and the basis upon which tenure decisions are made. The probationary faculty member must be informed of criteria-related expectations.
- X3.2.6.1.2 The probationary faculty member shall have the right to have all evaluation results sent to him/her in writing.
- X3.2.6.1.3 The probationary faculty member has the right to expect tenure decisions based only on factors related to job-related criteria.

- X3.2.6.1.4 The probationary faculty member has the right to expect members of the TRC to adhere to the guidelines stipulated in this article and to expect that they will strive to maintain objectivity, and ensure that any decisions regarding tenure are in agreement with the principles of academic freedom.
- X3.2.6.1.5 The probationary faculty member has the right to a confidential process.
- X3.2.6.1.6 The probationary faculty member may wish to select a peer advisor who shall serve as an independent advisor (or mentor) during the Peer Review process. A peer advisor is a faculty member who volunteers to work with and advise the probationary faculty member.
- X3.2.6.1.7 The probationary faculty member may request assistance in finding peer advisors by contacting the college academic senate president and/or Nexus coordinator.
- X3.2.6.1.8 The peer advisor (mentor) could provide assistance to the candidate in areas such as the following:
- A) teaching styles and strategies;
 - B) theories and styles of student learning;
 - C) cultural diversity issues related to student learning and teaching strategies;
 - D) district and college policies and procedures;
 - E) workshops, conferences, courses and classes;
 - F) introducing the candidate to colleagues; and
 - G) helping with student problems.
- X3.2.6.1.9 The peer advisor (or mentor) may not serve on the probationary faculty member's Tenure Review Committee during a semester in which he/she is functioning as the peer advisor or mentor.

X3.2.6.2 Responsibilities

- X3.2.6.2.1 The probationary faculty member is required to attend an orientation session as well as meetings scheduled with the TRC.
- X3.2.6.2.2 The probationary faculty member is required to cooperate with the TRC in creating and implementing an improvement plan to address any identified weaknesses and to participate in the activities agreed upon in the plan.

X3.2.7 **GUIDELINES FOR EVALUATORS**

- X3.2.7.1 Evaluators shall read all materials and follow guidelines and timetables.
- X3.2.7.2 Evaluators shall be objective. Judgments shall not be based on hearsay or unsubstantiated information.
- X3.2.7.3 Evaluators shall be constructive in their criticism, pointing out evaluation results and if necessary recommending a plan for improvement within a reasonable time frame.
- X3.2.7.4 Evaluators shall evaluate the faculty member's professional characteristics and ability to teach, counsel and perform librarian or learning disability functions based on job-related criteria. Evaluators shall not base the evaluation on personal characteristics, such as religious beliefs, sexual orientation and political affiliation.
- X3.2.7.5 Evaluators shall recognize that the faculty member being evaluated may have a different, yet effective, philosophy of education and teaching style.
- X3.2.7.6 Evaluators who believe they cannot objectively and fairly evaluate the faculty member shall disqualify themselves from participating in the evaluation.
- X3.2.7.7 Evaluators shall respect the confidentiality of the process.
- X3.2.7.8 Evaluators shall understand that non-classroom obligations are to be equitably distributed among all faculty members and that no individual is to be evaluated negatively either for failing to take on or for accepting more than a disproportionately large share of meetings and committees.
- X3.2.7.9 Evaluators shall treat the faculty member being evaluated with fairness, civility and respect.
- X3.2.7.10 Evaluators shall create a portfolio as follows:
 - X3.2.7.10.1 This portfolio will serve as the basis for all evaluation, improvement of instruction and/or tenure decisions.
 - X3.2.7.10.2 The portfolio shall be confidential and shall be available only to the faculty member, the Due Process Panel or Appeals Committee, members of the evaluation committee, the appropriate dean, the college president, and the chancellor. The portfolio will be included in the official personnel file.
 - X3.2.7.10.3 The portfolio will contain, at the minimum:
 - a. student evaluation transcriptions, including percentages and typed comments;
 - b. completed workplace observation forms;
 - c. completed self evaluation report;
 - d. improvement plan, if needed;
 - e. summary report form;

- f. other documentation mutually agreed upon by the evaluation committee and the faculty;
- g. job announcement for probationary faculty members;
- h. criteria-related material from the personnel file; and
- i. criteria-related input from the department chair and/or dean (if submitted).

X3.2.7.11 If an administrator chairs the TRC and a faculty member writes the Summary Report, the faculty member shall receive the same stipend as if he/she were the TRC chair.

X3.2.7.12 If a member of the TRC must resign from the Committee, he/she shall notify the chair in writing. A new member shall be designated using the method indicated in X31.2.3.2. The new member must have participated in the orientation to evaluation; additional orientations will be given as needed.

X3.2.8 **SUMMARY REPORT**

X3.2.8.1 The member selected by the TRC shall complete the TRC's portion of the summary report on the results of the evaluation. Categories of evaluation ratings are as follows:

- A) Consistently High Ratings: consistently high ratings in almost all areas.
- B) Satisfactory: average to high ratings in most areas;
- C) Needs Improvement: low to average ratings in most areas; or
- D) Unsatisfactory Performance: low ratings in most areas.

X3.2.8.2 The TRC must submit to the president one of the recommendations listed below on each probationary faculty member at the end of each evaluation cycle. While each TRC member signs the summary report, the signature might not mean concurrence with the final recommendation of the TRC. *(The signature section of the summary report for TRC members should signify "participation" but necessarily agreement.)*

X3.2.8.2.1 Grant Tenure

A probationary faculty member with "Consistently High Ratings" may be recommended for tenure at any time during the four-year probationary period (Ed. Code Sec. 87608); a probationary faculty member with "Satisfactory Ratings" shall be recommended for tenure during the fourth year.

X3.2.8.2.2 Continuation in Probationary Status

A probationary faculty member who meets standards of performance at the end of the first and second years shall be recommended to continue in probationary status.

X3.2.8.2.3 Needs Improvement

A probationary faculty member who receives “Needs Improvement” shall be recommended to continue in probationary status. A rating of “Needs Improvement” can be made only at the end of the first year of the probationary period for one additional year or at the end of the second year of the probationary period for two additional years.

X3.2.8.2.4 Termination of Service

A probationary faculty member who is given an “Unsatisfactory Performance” shall be recommended for termination. Termination of services must be recommended by February 15 of the first, second, or fourth probationary year.

X3.2.9 **TIMETABLE AND ACTIVITIES**

X3.2.9.1 Probationary faculty members shall be evaluated during the first, second, third, fifth and seventh semesters.

X3.2.9.2 While it is important to adhere to the timetable, there is some flexibility in the timetable as long as the evaluation is completed, including a post-evaluation meeting and the submission of the Summary Report, by the end of the semester in which it has begun. Failure to follow the exact timetable during the semester of evaluation shall not be grievable.

X3.2.9.3 The following schedule shall serve as a guide in completing the evaluation process:

X3.2.9.3.1 August-September/January-February
Evaluators are selected. Orientation to evaluation for TRC and probationary faculty members is conducted.

X3.2.9.3.2 September/February
Tenure Review Committee (TRC) will conduct a pre-evaluation conference to obtain materials and information from the probationary faculty member, to discuss evaluation criteria, and to develop a schedule for observations, student evaluations, and meetings. Timetables for classroom observation and administration of a student evaluation shall be adjusted to accommodate classes that are less than a semester in length. Such adjustments shall be made with mutual agreement of the evaluatee and the chair of the evaluation committee.

In the second and succeeding years, the TRC will review the previous year’s evaluation to ensure continuity of the process. Improvement plans shall also be reviewed in the pre-evaluation conference.

X3.2.9.3.3 September-November/February-April

X3.2.9.3.3.1 Classroom and/or workplace observations by

TRC members occur. Within two weeks after the observations, TRC members will complete the appropriate workplace observation forms and conduct follow-up conference(s) with probationary faculty members to review observations.

X3.2.9.3.3.2 Student evaluations are conducted.

X3.2.9.3.3.3 If necessary, a progress evaluation conference between the TRC and the probationary faculty to discuss evaluations and observations will occur. If any of the evaluators perceives a serious problem with the evaluatee's performance, the evaluator shall contact the chair of the TRC. If the TRC decides that a serious problem exists, it will meet with the probationary faculty member and develop specific recommendations to address the serious problem(s). If the TRC so determines, these recommendations may provide for additional observations by one or more members of the committee. These recommendations will be added to the portfolio.

X3.2.9.3.5 November/April
Probationary faculty member completes the Self Evaluation Report and submits it to the TRC chair. The manager on the TRC and the United Faculty vice-president shall review the personnel file of the probationary faculty member and forward all criteria-related documents in the file to the TRC for review. The TRC may receive input that is relevant to the criteria from the Department Chair (if applicable).

X3.2.9.3.6 December/May

X3.2.9.3.6.1 Post-evaluation conferences: The TRC holds a post-evaluation conference to discuss all aspects of the evaluation and to assemble materials for the evaluation portfolio.

The person writing the summary report in conjunction with the TRC members completes the summary report, and, if necessary, discusses the development of an improvement plan. The summary report represents and reflects the views of each and every team member.

X3.2.9.3.6.2 The TRC holds a post-evaluation conference with the probationary faculty member to discuss all aspects of the evaluation, including the summary report and the development of an improvement plan, if necessary. The summary report shall be signed and placed in the evaluation portfolio, which shall be finalized.

X3.2.9.6.3 The Evaluation Portfolio shall be forwarded to the college president.

X3.2.9.6.4 The President reviews the evaluation portfolio and decides whether to recommend tenure, continue in probationary status, continue service with an improvement plan, or terminate service. The President may disagree with the TRC's recommendation.

Once the President has made a tentative decision, s/he shall inform the TRC of her/his recommendation. If the TRC wishes to discuss the President's recommendation, the committee and the president shall meet. After the meeting, if the TRC disagrees with the President's recommendation, the committee may attach a written statement of its recommendation to the summary report, which shall be forwarded to the chancellor.

X3.2.9.6.5 The President submits the summary report to the Chancellor.

In cases where the Chancellor receives conflicting recommendations from the president and the TRC, the chancellor shall request to review the evaluation portfolio and shall meet with the TRC and the college president to reconcile the differences. If a reconciliation cannot be reached, the summary report shall be forwarded to the governing board with the chancellor's recommendation for tenure, continuation in probationary status, or dismissal of the probationary faculty member.

X3.2.9.6.6 The Chancellor submits recommendations to the Governing Board.

The Governing Board shall make the final decision for the probationary faculty member to be granted tenure, to continue in probationary status, or to be dismissed.

X3.2.9.6.7 The Chancellor returns the summary report to the president who places the report into the evaluation portfolio and ensures that the portfolio is placed in the personnel file of the probationary faculty member.

X3.2.10 **IMPROVEMENT PLAN**

X3.2.10.1 If the TRC reports to the college president that a probationary faculty member's performance is "below standards of performance," a specific plan for performance improvement shall be developed by the TRC in consultation with the probationary faculty member and implemented by the college president or designee.

X3.2.10.2 The improvement plan shall include specific criteria-related recommendations and timetables for action. It may identify available resources such as Nexus, staff development, workshops such as instructional skills, conferences or other classroom/job environment observations. The TRC shall assist in monitoring the probationary faculty member's progress. The improvement plan shall be included in the probationary faculty member's portfolio.

X3.2.10.3 Sample Improvement Plan Form

Improvement Plan	
Evaluation Period	
Faculty Member _____	Date _____ From: _____ To: _____

Performance Criteria Needing Strengthening	Activities for Improvement	Expected Completion Date	Actual Completion Date

<p>Signatures:</p> <p>Faculty member being evaluated _____ Evaluation Committee Chair _____</p> <p>Dean _____</p> <p>Comments:</p>
--

A copy will be sent to the Evaluatee after signed by all parties, and the original will be placed in the Evaluatee's personnel folder. Upon completion of the Improvement Plan, the Evaluation Committee Chair or designee will note completion dates on this form and send a final copy to the Evaluatee.

X3.2.11 **INSTITUTIONAL SUPPORT**

The college, district or both shall provide support for the probationary faculty member during the Tenure Review process. Support shall include, but not be limited to, the following areas: (1) an orientation to the Tenure Review process at the beginning of the first contract; (2) a limit of four preparations per year during the first year; (3) orientation to department/subarea/division/area/college guidelines and procedures; (4) and appropriate and adequate professional development alternatives for probationary faculty if recommended by Tenure Review Committee. Support may also include a peer advisor.

Once this is complete, and once the student evaluation scores have been compiled and student comments transcribed by the Division Office staff, the evaluator(s) complete the Summary Report and then hold a post-evaluation conference with the evaluatee to discuss all aspects of the evaluation including the Summary Report and the development of an Improvement Plan, if necessary. The Summary Report shall be signed and placed in the Evaluation portfolio, which will then be forwarded to the appropriate dean for sign off to acknowledge receipt and placement in the personnel file of the evaluatee.

X3.2.12 **ORIENTATION TO EVALUATION**

The District and the United Faculty agree to work together to develop an on-line training tutorial for training faculty in evaluation procedures. Once this training is available, we agree to reconsider the timetable and requirements for training. Until such time as we have developed the tutorial, current training will be updated and proceed according to the guidelines established below.

- X3.2.12.1 Each probationary and tenured faculty member being evaluated and faculty who are evaluating probationary, tenured, part-time, and faculty emeritus employees shall participate in a faculty orientation program at the assigned college. This orientation shall take place no later than one month into the semester during which the faculty member is being evaluated.
- X3.2.12.2 The college president, the academic senate president, UF vice president, affirmative action officer or their designees shall be responsible for the planning and implementation of the orientation.
- X3.2.12.3 The orientation program shall include the purpose of evaluation activities, the procedures employed and the timetables required, information about the evaluation portfolio, how to conduct classroom observations and observations of counselors, librarians, and learning disabilities specialists.
- X3.2.12.4 The faculty member shall bring to the orientation the UF/CCCCD Agreement which contains the evaluation policies, procedures, and materials.
- X3.2.12.5 Every tenured faculty member must attend an orientation once every three years.

X3.2.13 **DUE PROCESS PROCEDURE FOR PROBATIONARY AND REGULAR FACULTY**

X3.2.13.1 Available Procedures

X3.2.13.1.1 Appeals Process

The appeals process is designed to handle expeditiously a complaint of a faculty member being evaluated and/or a member of the TRC/PRC. This process can be used at any time during an evaluation period; however, complaints filed after a PRC summary report has been completed must be filed within ten days of receipt of the report by the faculty member being evaluated. The appeals process is not intended to replace the grievance procedure outlined in UF/CCCCD Agreement or Board Policy 2002, both of which the faculty member being evaluated is entitled to use.

X3.2.13.1.2 UF/CCCCD Grievance Procedure

A regular faculty member has the right to file a grievance using the UF/CCCCD procedure for violation of this article as it relates to regular faculty members.

X3.2.13.1.3 Board Policy 2002

The faculty member may use Board Policy 2002 to file allegations of unlawful bias on the basis of religion, disability, sexual orientation, gender, race, and ethnicity.

X3.2.13.2 Specifics of Appeals Process

X3.2.13.2.1 Limitations of the Appeals Process

X3.2.13.2.1.1 Allegations of bias

This procedure can be used only when alleging bias based on the following: age, religion, disability, sexual orientation, gender, race, ethnicity, philosophical beliefs, pedagogical differences, or discipline-related schools of thought. When alleging bias, the complainant must be able to provide evidence that the evaluator's bias prevents him/her from making an objective evaluation. Any allegation of bias that will result in an appeal of the content of the evaluation will not be allowed; however, the examination of the content of the evaluation may be used to substantiate alleged bias.

X3.2.13.2.1.2 Allegations of Procedural Violations

This procedure can be used to allege violations of the procedure outlined in this article. The allegations may include failure to follow the established timetable and failure to use the criteria delineated in this article. Any allegation of a procedural violation that will result in an appeal of the content of the evaluation will not be allowed; however, the examination of the content of the evaluation may be used to substantiate alleged bias.

X3.2.13.2.1.3 Allegations of an Inappropriate Improvement Plan

This procedure can be used to allege inappropriateness of remedial activities.

X3.2.13.2.2 Steps in the Appeals Process

X3.2.13.2.2.1 The complainant must formally file a complaint by completing an appeal form available in the president's office. S/he must provide evidence that supports the claim. The faculty member must submit the form to the chair of the Due Process Panel.

X3.2.13.2.2.2 Once the complaint is received, the chair must notify the members of the PRC (if the complaint is from the evaluatee), the evaluatee (if the complaint is from a member of the PRC), and the college president that a complaint has been filed.

X3.2.13.2.2.3 The chair may attempt to resolve the complaint informally. If the complaint is not resolved informally within five working days or the chairperson determines that an informal resolution is not possible, the panel shall proceed formally to investigate the complaint.

X3.2.13.2.2.4 The panel shall review all supportive documentation

provided by the complainant and interview members of the PRC as well as others who may attest to the validity of the complaint. PRC members shall be given an opportunity to respond to any allegations of bias against them. The evaluatee shall be given the opportunity to comment on this response and/or findings.

X3.2.13.2.2.5 The panel shall make a tentative decision and confer with the president before a final decision is made. The panel shall render the findings in writing within fifteen (15) working days of receipt of a written complaint. The written report must summarize the evidence considered and the reasoning involved in the decision, noting minority opinion, if any.

X3.2.13.2.2.6 The panel can render the complaint either to be groundless or to have merit. If the complaint is groundless, no remedial action shall be recommended. If it has merit, the panel can inform the president that one of the PRC member must be replaced, that the procedures and timetable require modification or, in extreme cases, that a new process be started no later than the beginning of the following semester. The president shall ensure that the panel's decision is implemented.

X3.2.13.2.2.7 If a peer or manager chosen by the faculty member has to be replaced, the faculty member shall select the replacement; if chosen by the department/subarea, the department/subarea selects the replacement. If a peer or manager chosen by the faculty has to be replaced, the college president shall select the replacement.

X3.2.13.2.3 **Composition of the Due Process Panel**

The panel shall be appointed annually in September and shall consist of a UF representative, the academic senate president or designee, and a manager chosen by the president. A panel member cannot serve on an evaluation committee.

X3.2.13.2.4 **Effective Date of the Allegation**

The day that a decision is rendered will be the effective date of the allegation for purposes of Article 19.14.1a.

X3.2.14 **PERFORMANCE CRITERIA FOR THE EVALUATION OF PROBATIONARY COUNSELORS**

The District and United Faculty recognize that the professional responsibilities of counselors, librarians, learning disabilities specialists, and physical disabilities specialists are varied and complex and that individual counselors, librarians, learning disabilities specialists, or physical disabilities specialists may perform somewhat different functions in their work environments. However, the goal of the counselor, librarian, learning disabilities specialist, and physical disabilities specialist is to aid and support students as they learn and to support other faculty within their professional responsibility.

The following criteria will be used in the evaluation of probationary counselors:

- X3.2.14.1 Demonstrate competence in performing counseling procedures.
 - X3.2.14.1.1 Adhere to the weekly schedule that meets the requirements of this contract.
 - X3.2.14.1.2 Use counseling skills appropriate to the counseling session.
 - X3.2.14.1.3 Clarify the counseling needs and goals of students, being both attentive to student questions and comments as well as clear and precise in response.
 - X3.2.14.1.4 When appropriate, identify referral sources and make suitable referrals.
 - X3.2.14.1.5 Conduct counseling in such a way as to establish rapport with students and encourage independence, and help students identify priorities and meet their goals.
 - X3.2.14.1.6 Provide students with accurate, available information regarding certificate, transfer, and degree programs and articulation when applicable.
 - X3.2.14.1.7 When appropriate, discuss available educational and/or career options.
 - X3.2.14.1.8 Maintain accurate records and submit reports such as individual educational plan (IEP) according to published deadlines.
- X3.2.14.2 Recognize the rights of students.
 - X3.2.14.2.1 Do not discriminate based on age, gender, disability, nationality, race, religion or sexual orientation.
 - X3.2.14.2.2 Recognize the right of students to have points of view different from the instructor's.
 - X3.2.14.2.3 Be responsive to the needs and special circumstances of students.
 - X3.2.14.2.4 Treat students fairly and politely.
- X3.2.14.3 Participate in non-counseling professional responsibilities.
 - X3.2.14.3.1 Attend required management called meetings.
 - X3.2.14.3.2 Serve on departmental/subarea/division/area, college or district committee(s). (It is understood, however, that such obligations are to be equitably distributed among all faculty members. An individual should not receive a negative evaluation either for failing to take on or for accepting a disproportionately large share of meetings or committees.)
 - X3.2.14.3.4 Participate in the evaluation process in a professional and timely manner.
- X3.2.14.4 Participate in professional growth activities beginning in the second year and thereafter. These may include the following:

- X3.2.14.4.1 participating in activities designed to enhance professional performance: independent research, learning and developing strategies for more effectively serving students, advanced course work related to the discipline, creating and maintaining professional contacts, and occupational training:
- X3.2.14.4.2 serving on college, district, and/or statewide committees; and
- X3.2.14.4.3 participating in conferences and workshops, internships, classroom research, and community involvement related to professional academic area.

SAMPLE WORKPLACE OBSERVATION FORM FOR COUNSELORS

Workplace Observation Form for Counselors

Evaluatee _____ Time and Place of Observation _____ Date _____

Evaluator _____ # of Students Counseled _____

On a scale of 1 to 5, please indicate the extent to which the counselor meets the criteria listed below. Please include comments in the column on the right. Attach additional comments as necessary.

5 **4** **3** **2** **1** **NA**
excellent **above average** **average** **below average** **poor** **not applicable**

	5	4	3	2	1	NA	Comments
1. Expertise: The counselor used skills appropriate to the session.							
2. Attentiveness: The counselor clarified the student's counseling needs and was attentive to questions and comments.							
3. Clarity: The counselor was clear and precise in responses to students.							
4. Referrals: When appropriate, the counselor identified referral sources and made suitable referrals.							
5. Rapport: The counselor conducted counseling in such a way as to establish rapport with students and encourage independence.							

	5	4	3	2	1	NA	Comments
6. Accuracy: The counselor provided students with accurate, available information regarding certificate programs, degree programs, transfer programs and articulation.							
7. Respect: The counselor treated students respectfully and responded to their individual needs and special circumstances.							
8. Evaluation Process: The counselor participated in the evaluation process in a professional and timely manner.							

STUDENT EVALUATION FORM FOR COUNSELORS

This student evaluation is part of our regular effort to maintain quality services and instruction. We take your answers seriously, and we hope you will also take them seriously. Please write comments to explain your scores. If you have questions about this form or the evaluation procedure, please ask.

Your answers are anonymous; all comments are typed before being shown to faculty. Completing this survey will in no way affect your course grade. Thank you for participating in this evaluation.

On a scale of 1 to 5, please evaluate your counselor:

5 Always/Excellent 4 Often/Above Average 3 Sometimes/Average 2 Rarely/Below Average

1 Never/Poor NA "Not Applicable" (I can't answer.)

The counselor	NA	5	4	3	2	1	Comments
1. provided me with the information I needed.							
2. helped me clarify my goals.							
3. helped me identify the steps to reach my goals.							
4. listened to me and answered questions clearly.							
5. helped me develop and focus on my priorities.							
6. discussed different educational and/or career options that are available to me.							
7. referred me to other resources and services on or off campus.							
8. showed an interest in me personally.							
9. helped me with my individual needs.							
10. treated me with respect.							

Summary Evaluation Form for Faculty

Evaluatee: _____ Date of hire: _____ Evaluation Sem/year: _____

Check Faculty Status: _____ Tenured Full-time Faculty _____ Probationary (Tenure Track) Faculty _____ Part-time Faculty

_____ Check here if the Part-time Faculty currently has Staffing Preference (prior to this evaluation):

Summary of previous evaluation (available in Division Office), if applicable

Summary of student evaluations – attach summary of scores and typed comment (provided by Division Office)

Summary of classroom/workplace observations – attach observation forms and comments

<p>Summary of self-evaluation – attach self evaluation report</p>	<p>Criteria-related input from dept. chair and/or dean</p>	<p>Evaluatee comments – attach a separate sheet if necessary</p>
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Summary Evaluation Form for Faculty

Level of Performance (Check one) – To be completed by Chair of Evaluation Committee

___ **Consistently High Ratings** – Excellent overall performance.

___ **Satisfactory Performance** – Acceptable overall performance.

___ **Needs Improvement**– Low scores in some areas necessitate an improvement plan. Evaluatee will be evaluated again next semester (if still employed by CCCCDD).

___ **Unsatisfactory Performance** – Unacceptable overall performance.

Signature of Evaluatee – (signature indicates receipt but not necessarily agreement) _____ Date _____

Signature of Evaluation Committee Members: (size of committee is determined by faculty status)

Chair /Evaluators (print name) _____ (signature) _____ Date _____

Committee Member (print name) _____ (signature) _____ Date _____

Committee Member (print name) _____ (signature) _____ Date _____

This box only applies to probationary faculty.

Recommendation (To be completed by Chair of Evaluation Committee)

___ Grant Tenure _____ Continue in Probationary Status _____ Termination of Service

Resolution (To be completed by college president)

___ Grant Tenure _____ Continue in Probationary Status _____ Termination of Service

President _____ Date _____

Chancellor _____ Date _____

X3.2.18 **SELF EVALUATION FOR COUNSELORS**

For your self-evaluation, you are asked to write a report discussing your counseling procedures and methodology, your handling of professional responsibilities, and your professional development.

X3.2.18.1 This worksheet is meant to help you reflect on your experiences. You will turn in only your report. This worksheet will not be put in your personnel file.

Self Evaluation Worksheet: The statements and ratings below are to be used as a checklist; they are not meant to represent all of what you do, nor are they meant to represent required duties and responsibilities – part time faculty will mark “Not Applicable” more often than full time faculty. Use this worksheet as a guideline for your self-evaluation report in which you can include additional details and reflection. Each of us is on a continuing quest to improve our practice – this is your opportunity to reflect on that quest and articulate your goals and plans for the future. After completing this worksheet, you can determine which items you want to highlight in your self-evaluation report. The worksheet may also serve as a tool for engaging in dialog with your evaluator.

Counseling Procedures and Methodology

	Often/ Always	Sometimes	Rarely/ Never	Not Sure/ Not Applicable
I maintain accurate records and submit reports such as individual education plans according to published deadlines.				
I use appropriate and varied tools for evaluating and assessing student learning outcomes.				
I identify referral sources and make suitable referrals when appropriate.				
I discuss available educational and/or career options with students when appropriate.				
I provide students with accurate, available information regarding certificate, transfer, and degree programs and articulation when applicable.				
I help students identify priorities and meet their goals.				
I communicate ideas clearly, concisely, and effectively.				
I conduct counseling in such a way as to establish a rapport with students.				
I am attentive to student questions and concerns.				
I encourage students to be independent.				
I adhere to the weekly schedule that meets contractual requirements.				
I use counseling time efficiently.				
I am sensitive to the needs of students with diverse backgrounds and experience.				

Professional Responsibilities

	Often/ Always	Sometimes	Rarely/ Never	Not Sure/ NA
I submit required reports/documents in a timely manner.				
I respond to communication from colleagues (including faculty, classified staff and management) in a timely and professional manner.				
I attend and participate in division, department, and other required meetings.				
I participate in department committees/tasks (i.e. Program Review).				
I serve on college committees and/or task forces.				
I serve on peer evaluation and/or hiring committees.				
I mentor colleagues and share successful counseling strategies.				
I provide student mentoring regarding matriculation, tutoring, or student services when appropriate.				
I assist in outreach by promoting my college and by recruiting students and/or faculty and staff.				

Professional Development

	Often/ Always	Sometimes	Rarely/Never	Not Sure/ NA
I serve on District and/or statewide committees.				
I participate in activities designed to enhance professional performance and scholarship (i.e. research, advanced coursework, recording, publishing).				
I keep current in my field (i.e. by reading journals, attending exhibits, performances, conferences).				
I maintain professional contacts (i.e. through listservs, blogs, conferences).				
I present at conferences or professional meetings.				
I participate in community organizations.				
I seek out training in my field (i.e. by taking classes, working with a mentor)				
I am a member of a professional organization.				

X3.2.18.2 **Self Evaluation Report:** Using the categories and your ratings on the self-evaluation worksheet, write about your past job performance and plans for professional growth and development. Your report should have four sections:

1. Counseling Procedures and Methodology
2. Professional Responsibilities
3. Professional Development
4. Needs and Goals

Possible questions to consider include:

A) Counseling Procedures and Methodology

- What new effective counseling practices or pedagogical approaches have you used recently?
- How do you plan to continue developing your activities and approaches in the future?
- How might you be willing to share successful strategies with colleagues?

B) Professional Responsibilities

- In what ways did you participate in campus/district/statewide/community activities? (may not be applicable for part-time and probationary faculty)
- What are your plans for participating in campus/district/statewide/community activities in the coming semesters? (may not be applicable for part-time faculty)

C) Professional Development

- What were your major professional challenges this semester?
- How do you plan on addressing these challenges in the future?
- What professional development activities do you anticipate pursuing in the near future?

D) Needs and Goals

- What support do you need from the college/department/division in order to accomplish your goals related to teaching and methodology, professional responsibilities and/or professional development?