

CUESTA COLLEGE DEAN/DIRECTOR EVALUATION OF COUNSELING FACULTY

This form is to be used for all relevant parts of the evaluation process. Each section is to be filled out by a Dean or Director. The processes and procedures that govern all faculty evaluations are set forth in Article VII of the District/CCFT Collective Bargaining Agreement (C.B.A.). To find the C.B.A., point your browser to <http://ccft.org/contract.htm> for the on-line contract.

Employee:			Semester:		
<input type="checkbox"/> Regular Tenured <input type="checkbox"/> Tenure-track - <i>How many semesters taught at Cuesta:</i> <input type="checkbox"/> Temporary <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time - <i>How many semesters taught at Cuesta:</i> <input type="checkbox"/> Temporary without assignment rights - <i>How many semesters taught at Cuesta:</i>					
Evaluator(s):	Observation Date:	Time:	Room #:	Class:	Section:

INSTRUCTIONS FOR EVALUATOR:

1. The attached forms are to be used in the evaluation of the performance of tenured, tenure-track, or temporary faculty member.
2. All instructional faculty are to be evaluated pursuant to Evaluation Form Sections I, II, III, IV, and V. Sections IX (“Progress on Previous Plan for Improvement”) and VI (“Plan for Improvement”) are to be utilized **only when it is applicable to the faculty member who is being evaluated**. If a plan for improvement exists, the Dean/Director will review the previous evaluation, including the plan for improvement (C.B.A. 7.12.1.1).
3. The post-evaluation conference will consist of reviewing the peer review committee evaluation, student evaluations, the self-evaluation, the dean/director’s findings based upon (C.B.A. 7.9.1 or 7.9.2), the dean/director’s assessment of student success, and the establishment of goals to improve performance (when applicable). The completed **Dean/Director Evaluation Form** shall be signed by the faculty member being evaluated and by the appropriate dean/director (C.B.A. 7.11).
4. The term **Disagree** is synonymous with the contractual term **Needs Improvement**, and the term **Strongly Disagree** is synonymous with the contractual term **Unsatisfactory** (C.B.A. 7.12).

Strongly agree	This rating implies that the individual's performance reflects the highest degree of productivity and effectiveness. This rating should be used to differentiate specific criteria where the individual has demonstrated exceptional ability that is especially noteworthy or markedly apparent.
Agree	This rating implies that the individual's performance consistently meets the standards for the given criteria. The individual is consistently effective and productive.
Somewhat agree	This rating implies that the individual’s performance often meets the standard. The individual frequently is effective and productive.
Disagree (needs improvement)	This rating implies that the individual's performance partially meets the standards for the given criteria. There are areas of deficiency or ineffectiveness; it is expected that with increased attention to those areas, the individual's performance will subsequently meet the standards.
Strongly disagree (unsatisfactory)	This rating implies that the individual's performance has failed to meet the standards for the given criteria. A considerable deficiency or lack of effectiveness is observed.

SECTION I: Dean/Director Evaluation of Counseling Faculty

(Please mark N/A for any of the items that do not apply; completing the "Comments" portion is optional)

1. This counselor made effective use of the counseling session time.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

2. This counselor was prepared and organized.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

3. This counselor presented information clearly and effectively.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

4. This counselor established good rapport with the student.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

5. This counselor created a positive, supportive environment.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

6. This counselor demonstrated enthusiasm for his/her job.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

7. This counselor listened to the student's needs and responded appropriately to his/her concerns and questions.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

8. This counselor identified important issues and prioritized objectives for the appointment.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

9. This counselor presented current academic, vocational and/or career information.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

10. This counselor demonstrated knowledge of articulation agreements and transfer requirements.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

11. This counselor demonstrated knowledge of Cuesta College policies and procedures.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

12. This counselor demonstrated knowledge of Cuesta College programs and resources and made referrals where appropriate.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

13. This counselor utilized computer-based resources effectively.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

SECTION II: Dean/Director Evaluation of Counseling Faculty

1. This counselor maintains currency in one's academic field and faculty service area (professional development).

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

2. This counselor maintains a good working relationship with students.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

3. This counselor is regularly available for help during posted office hours (not required for part-time faculty).

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

4. This counselor adheres to the course outline.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

5. This counselor respects student confidentiality.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

6. This counselor begins and ends class on time.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

7. This counselor meets the scheduled class or service days and hours.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

8. This counselor works collegially with other faculty and staff in the division/service area.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

9. This counselor communicates civilly with other faculty and staff in the division/service area.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

10. This counselor attends required division meetings (not required for part-time faculty).

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

11. This counselor meets divisional and/or college-wide committee/governance obligations (see Article V of current CCFT contract) (not required for part-time faculty).

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

12. This counselor meets divisional and college obligations on time (e.g., textbook orders, flex contracts, grades, early alert, schedules, reports, and requisitions).

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

13. This counselor gives final exams in accordance with the official schedule unless permission has been received from the area Dean or Director to do otherwise (not applicable to faculty not teaching classes).

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

14. This counselor maintains educational and professional contacts with the community when relevant to professional commitments (not applicable unless specifically required by law or job description).

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

SECTION VIII. FACULTY PERFORMANCE NARRATIVE REVIEW

Comment fully and specifically, justifying the overall evaluation. A summary of the Dean/Director's findings and recommendations should be described below or attached. Comments shall include a statement of assessment of Section VII. Attach additional pages if necessary. *Written comments are required for a minimum of 1 of the 3 areas below.*

Commendations:**Considerations:****Recommendations:**

SECTION IX. PLAN FOR IMPROVEMENT. Applicable only when the overall evaluation is "**Disagree**" (Needs Improvement) or "**Strongly Disagree**" (Unsatisfactory).

Self Evaluation Form Peer Evaluation Form Student Evaluations**Applicable Signatures:**_____
Dean/Director_____
Date_____
Faculty Member_____
Date

The above-signed individuals have read and discussed this evaluation. Faculty member's signature acknowledges receipt of a copy of the evaluation document. It does not necessarily signify agreement. The faculty member has ten days to respond in writing to this evaluation, if desired.