

Pasadena Area Community College District

Evaluation - Counseling Faculty

Employee _____ Division _____

Evaluator _____ Date _____

Performance Indicators:

	Excellent	Satisfactory	Needs improvement in Specific Area(s)	Unsatisfactory	Not Observed
Listens well and provides opportunities for students to express their concerns					
Helps students identify obstacles and personal issues that are impediments to goal attainment					
Facilitates goal attainment by helping students to design an educational plan/individual action plan and by providing ongoing motivational support when appropriate					
Researches questions brought by students or directs students to appropriate sources of information/assistance when advisable					
Keeps current with District classes, programs and resources for students					
Keeps current with programs and policies of receiving institutions to which students transfer					
Demonstrates knowledge of district policies and procedures affecting students					
Communicates across disciplines within the academic community					
Uses technological resources to advise students, to maintain case notes, to keep colleagues informed and to keep abreast of new information impacting students					
Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientation, skill levels and physical and mental disabilities					
Participates in SLO or SSO assessments					

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It is suggested that the evaluator consider both strengths and suggestions for improvements.

Overall (for adjunct faculty). For full time faculty, enter Overall on Summary Evaluation.

Satisfactory	Improvement Needed*	Unsatisfactory**
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*Re-evaluate next opportunity
**Not recommended for re-hire

Evaluator's Signature _____ Date _____

Employee (signature): _____

Employee (print name): _____ Date _____

*I will submit an addendum to this report: _____ Date _____

* Addendum must be submitted within ten (10) working days after copy of this report is reviewed and signed.