



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Office of Human Resources
Evaluation: Counseling Faculty Performance Observation Form



(The observation of instruction form is required and must be forwarded to the supervisor)

Evaluee: Full-time Faculty Part-time Faculty
Location: Chabot College Las Positas College
Semester: Fall Spring Summer Year: _____

(Please Print)

Evaluee Name: _____ Date: _____

Evaluator Name: _____ Date: _____

Observation Date: _____ Observation Time: _____

Counseling Faculty standards

Counseling Faculty are expected to demonstrate a wide variety of counseling skills (listening and interviewing, trusting, encouraging, flexibility, resourcefulness, fairness) and counseling techniques while providing academic, career, and personal counseling services. Counseling Faculty are expected to demonstrate a professional degree of accuracy when providing information concerning college / university transfer, degree requirements, college / district regulations, procedures, and course curriculum information. Counseling Faculty standards include applying new technologies in delivering counseling services.

Performance observation

No single Counseling Faculty is expected to perform all of these tasks in any single observation period and it is understood that some counselors specialize in providing services to targeted populations of students.

I have read and received a copy of this observation of instruction. *

Counseling Faculty signature: _____ **Date:** _____

Evaluator signature: _____ **Date:** _____

***The instructor being observed has the right to append a statement to this observation.**

SECTION I: DIRECTIONS TO OBSERVER

The observer will indicate which specific activities were covered during the observation session by checking the appropriate performance element(s) listed below, and rating the specific elements observed:

Skill Ratings				
Information Distribution Tasks	Satisfactory	Unsatisfactory	Needs Improvement	Not Applicable
New Student Information				
Course Selections				
Course Sequencing/prerequisites				
Degree Requirements				
Graduation Requirements				
Transfer Requirements				
Other Transfer Requirements (CAP, TAA, DAP)				
Information on other Colleges and Services				
Vocational/Career Information/Clarification				
Information & Referrals to Campus Service Area (Financial Aid, Special Programs, Child Center, etc.)				
Personal Issues				
Use of Technology that Supports Counselor Resources				

The observer will respond in narrative to the activities observed during the counseling session.

SECTION II: NARRATIVE RESPONSE – DIRECTIONS TO OBSERVER

No single counselor is expected to perform all these tasks in any single observation period.

1. Listening and attentiveness.

Yes

No

Not Applicable

Comment(s):

2. Provided a comfortable environment that encourages student interaction.

Yes

No

Not Applicable

Comment(s):

3. Assisted in clarifying/defining student's questions/needs.

Yes

No

Not Applicable

Comment(s):

4. Introduced options for clarification while giving responsibility of decision making to student:

Yes

No

Not Applicable

Comment(s):

5. Flexible and resourceful in responding to student's questions.

Yes

No

Not Applicable

Comment(s):

6. Encouraged student in developing educational goals and alternatives.

Yes

No

Not Applicable

Comment(s):

7. Provided opportunity for student to express their concerns and opportunities for follow-up meetings as needed.

Yes

No

Not Applicable

Comment(s):

8. Helped student with unclear information and/or how to find further resources such as, but not limited to, occupational information, financial aid, graduation or transfer requirements referrals to special program areas (ex., psychology counseling course(s), library, etc.).

Yes

No

Not Applicable

Comment(s):

9. Provided information and access to resources about long-term personal counseling.

Yes

No

Not Applicable

Comment(s):

10. Overall, how are diversity, equity, inclusiveness and belonging represented in the instructor's content & teaching (counseling, librarians) strategies?

SECTION III: EVALUATOR NOTES AND SUMMARY COMMENTS

Please check one and summarized below:

Satisfactory

Needs Improvement

Unsatisfactory

Please describe at least one observed teaching strategy and one delivery method observed. For example, what did you observe to indicate the instructor helped students apply new concepts/ processes/skills? This is also the space for elaborating on the observation of instruction, noting strengths and suggestions related to the contract's standards for instruction and excellence in working with students, including accomplishing the course outline and including a summary of Student Response to Instruction.

Summary Comments

Administrative Evaluation Section

SECTION IV: EXCELLENCE IN WORKING WITH STUDENTS

The instructor demonstrates excellence in working with students as outlined in the faculty standards (Articles 14C.2; 15C.2; 18I.7(b)).

Yes No Not Applicable

Comment(s):

SECTION V: COLLEGIAL PARTICIPATION

The instructor contributes to a collaborative, respectful working environment as outlined in the faculty standards (Articles 14C.3I 15C.3; 18I.7(c)).

Yes No Not Applicable

Comment(s):

SECTION VI: PROFESSIONAL AND PERSONAL ENRICHMENT

The instructor engages in self-initiated professional and personal development as outlined in the faculty standards (Articles 14C.4; 15C.4; 18I.7(d)).

Yes No Not Applicable

Comment(s):

SECTION VII: PROFESSIONAL RESPONSIBILITIES

The instructor engages in professional responsibilities (e.g. participation in program improvement, meeting deadlines, attend/participate in activities and events where applicable) as outlined in the faculty standards (Articles 14C.5; 15C.5; 18I.7(e)).

Yes No Not Applicable

Comment(s):

SECTION VIII: ADDITIONAL SPECIFIC STANDARDS FOR INSTRUCTIONAL FACULTY

The instructor meets the additional specific standards for instructional faculty (Articles 14C.6; 15C.6; 18I.7(f)). For example:

- Delivers coherent lectures
- Creates assignments and exams aligned with course objectives
- Organizes and creates course content effectively and in line with authorized outlines
- Collaborates in enrollment management

Yes No Not Applicable

Comment(s):

SECTION IX: ADDITIONAL SPECIFIC STANDARDS FOR COUNSELING FACULTY

The counseling faculty meets the additional specific standards for counseling faculty (Articles 14C.6; 15C.6; 18I.7(g)). For example:

- Demonstrates a wide variety of counseling skills and techniques
- Provides accurate information on transfer and degree requirements
- Develops and implements counseling programs
- Applies new technologies in counseling services

Yes No Not Applicable

Comment(s):

SECTION X: ADDITIONAL SPECIFIC STANDARDS FOR LIBRARY FACULTY

The librarian meets the additional specific standards for librarian faculty (Articles 14C.6; 15C.6; 18I.7(h)). For example:

- Supports a collaborative team environment
- Develops and implements library programs
- Promotes student and staff access to library resources
- Applies new technologies in library services

Yes No Not Applicable

Comment(s):

SECTION XI: ADDITIONAL SPECIFIC STANDARDS FOR SPECIAL ASSIGNMENTS/COORDINATOR ROLES

The faculty meets the additional specific standards for faculty on special assignment/coordinator assignment as part or all of their primary duty (Articles 14C.6; 15C.6; 18I.7(i)). For example:

- Develops standards appropriate to the assignment
- Collaborates in enrollment management
- Demonstrates leadership in planning and vision

Yes No Not Applicable

Comment(s):

SECTION XII: APPROPRIATE ADMINISTRATOR'S SUMMARY

Instructor' Name: _____ **W #** _____
(please print name)

Please check one and summarized below:

Satisfactory Needs Improvement Unsatisfactory

I have read and received a copy of this Administrative Summary and Evaluation.

Instructor signature: _____ **Date:** _____

Administrator signature: _____ **Date:** _____

*** The instructor being observed has the right to append a statement to this Administrative Summary and Evaluation.**

Below is the space for the appropriate Administrator to provide a final summary and overall evaluation on Faculty based on:*

- (1) Applicable contractual faculty standards, including:
 - Fulfillment of collegial responsibilities (14F.3, 14G.4, 14H.3, 14I.3)
 - Excellence in working with students (15C.2)
 - Participate in program and subject area improvement tasks (15C.5c)
 - Meet deadlines and submittal of grades and Census Reports (15C.5d)
 - Meet additional specific standards for instructional faculty (15C.6, 15C.7, 15C.8, 15C.9);

- (2) Part-time Faculty member's participation in professional responsibilities as described below:
18I.7c.1 Participate in program and subject area improvement tasks such as creating and assessment of Student Learning Outcomes (SLOs), Service Area Outcomes (SAOs), Course Learning Outcomes (CLOs) and Program Learning Outcomes (PLOs), program review, and curriculum development.

Summary Comments (Attach extra sheets if necessary)

Reference: Article 14B.3, 14F.2b, 14F.3, 14G.4, 14H.3, 14I.3, 15B.3, 15F.2a, 15F.2a2, 15G.2, 18I.1c – Faculty Collective Bargaining Agreement