

**APPENDIX J1.E**  
**ADMINISTRATIVE AND PEER EVALUATION FORM**  
**FACULTY - COUNSELING**  
**(Article 6 and 6A - Evaluation)**  
 Foothill-De Anza Community College District

FACULTY NAME: \_\_\_\_\_ QUARTER: \_\_\_\_\_

DEPARTMENT/PROG: \_\_\_\_\_ ACADEMIC YR: \_\_\_\_\_

CAMPUS LOCATION:  Foothill  De Anza  Center (specify) \_\_\_\_\_

FACULTY STATUS: (check one)  Full-time  Part-time

If full-time, (check one)  Tenured  Contract (grant-funded/temporary replacement)  
 Probationary Phase I  Probationary Phase II  Probationary Phase III

If part-time, number of service credits in Division (per Article 7.9) \_\_\_\_\_

DUTIES:  Instructor  Counselor  Librarian  Other (specify) \_\_\_\_\_

COURSE/ACTIVITY: \_\_\_\_\_ LENGTH OF VISIT: \_\_\_\_\_  
 (normally 50 minutes)

EVALUATION DATE: \_\_\_\_\_ EVALUATOR'S NAME: \_\_\_\_\_

*(please print)*

Date of Pre-eval meeting (required) \_\_\_\_\_ Date of Post-eval meeting (required) \_\_\_\_\_

EVALUATION TYPE:  Administrative  Probationary (Tenure Committee)  Peer

Date: \_\_\_\_\_  
 \_\_\_\_\_  
 Signature of Evaluator CWID

Date: \_\_\_\_\_  
 \_\_\_\_\_  
 Signature of Division Dean

Date: \_\_\_\_\_  
 \_\_\_\_\_  
 Signature of Vice President for Instruction or  
 Signature of Vice President for Student Services

I am aware of my rights as provided in the appropriate article of the *Agreement*, Article 6 or Article 6A. I have read this report, am aware of the opportunity to add my own comments, and recognize that I have the right to discuss it with the President if I so desire.

\_\_\_\_\_  
 Date Signature of Faculty Member CWID

*The purposes of evaluation are contained in Articles 6 and 6A of the Agreement.*

For Office Use Only:  
 Copy - Instructor \_\_\_\_\_ Update Banner \_\_\_\_\_ PAY? YES or NO DEAN AUTH. \_\_\_\_\_  
 Copy - Division \_\_\_\_\_ To Payroll \_\_\_\_\_ FOAP \_\_\_\_\_ INDEX CODE \_\_\_\_\_  
 Revised 6/2023

**ADMINISTRATIVE AND PEER EVALUATION FORM FOR FACULTY**  
 Foothill-De Anza Community College District

*This form may not be modified unless agreed upon by the Board and the Faculty Association.*

This form uses both objective and narrative data. Please use the rating system for each applicable criterion. Then, write a brief narrative for each section and, finally, a comprehensive summary statement.

Rating system:	MT = Meets Expectations	NA = Not Applicable
	ND = Needs Development	NO = Not Observed
	UN = Unsatisfactory (significant improvement needed)	

**SECTION I.**

<b>Counseling</b>	<b>MT</b>	<b>ND</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
1. Demonstrates knowledge of counseling theories and techniques.					
2. Is accessible to students.					
3. Listens well and provides opportunities for students to express their concerns.					
4. Helps students define and seek solutions to problems.					
5. Researches questions brought by students, or directs students to appropriate sources of information/assistance when advisable.					
6. Keeps current with District classes, programs, and resources for students.					
7. Demonstrates knowledge of District policies and procedures affecting students.					
8. Communicates across disciplines within the academic community.					
9. Communicates ideas clearly and effectively.					
10. Uses appointment time effectively.					
11. Uses technological resources to advise students, to maintain case notes, to keep colleagues informed and to keep abreast of new information impacting students					
Narrative Comments: Please recognize any areas of exceptional performance or clarify any ratings of ND or UN.					
<b>Workshops (as applicable)</b>	<b>MT</b>	<b>ND</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
12. Uses current materials and theories.					
13. Uses workshop time in an effective manner.					
14. Teaches at a level that supports the achievement of the learning outcomes.					
15. Stimulates student interest in the material presented.					
16. Provides students the opportunity to engage with the material in a variety of ways.					
17. Provides welcoming environment that is conducive to diverse learners.					

Narrative Comments: Please recognize any areas of exceptional performance or clarify any ratings of ND or UN.					
<b>Relationship with students and colleagues</b>	<b>MT</b>	<b>ND</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
18. Demonstrates sensitivity and respect when working with students, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses					
19. Demonstrates sensitivity and respect when working with colleagues, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses					
20. Demonstrates openness to constructive feedback.					
21. Communicates with the academic community					
Narrative Comments: Please recognize any areas of exceptional performance or clarify any ratings of ND or UN.					
<b>Other job requirements (to be completed by Dean or appropriate supervisor)</b>	<b>MT</b>	<b>ND</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
22. Documents counselee appointments and maintains adequate records.					
23. Submits required departmental documentation, including census, and/or positive attendance, and grades on time.					
24. Maintains scheduled office hours.					
25. Follows health and safety regulations.					
26. Demonstrates sensitivity and respect when working with colleagues, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses (same as 19 but ranked by Dean)					
27. Works with student and/or student support services to provide reasonable accommodations and provides accessible materials where appropriate.					
28. Attends required meetings.					
29. Responds to student, department/division, or college/district communication in a timely manner, generally considered within two school days.					
<b>Tenured and Tenure-Track Faculty After Phase I Only</b>					
30. Participates in curriculum updates as required by Title 5					
Narrative Comments : Please recognize any areas of exceptional performance or clarify any ratings of ND or UN.					

<b>Professional Responsibility</b>	<b>MT</b>	<b>ND</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
31. Keeps current in the discipline, pedagogy, and practices.					
32. Participates in the SLO/SAO process, including providing students access to SLOs and assessing and documenting evidence, as needed by the department (for Part-time Faculty, see Article 7.25)					
<b>Tenured and Tenure-Track Faculty Only After Phase I Only</b> 33. Serves the department, discipline, or college/district community through membership on committees, participation in special assignments, program review, or other projects/research.					
Narrative Comments: Please recognize any areas of exceptional performance or clarify any ratings of ND or UN.					

**SECTION II. EVALUATOR'S COMPREHENSIVE SUMMARY STATEMENT:**

(In addition to synthesis, this section may include professional activities not previously mentioned, suggestions for further growth, and professional contributions to the District.)

**SECTION III. FACULTY MEMBER'S COMMENTS:**