Counseling Faculty Performance Review	
Nar	ne: Empl ID: Discipline:
Loc	ation: ARC CRC FLC SCC Dates: (From)/ (To)/
Ten	ure-Track Contract Year: 🗌 1 🗎 2 🗎 3 🗎 4 💮 Tenured 🔲 Adjunct Procedure: 🗎 A 📋 B 🔠 Temporary (LTT) 🔲 Special
A.	PROFESSIONAL SELF-STUDY SUBMITTED (except 1st year)
	PROFESSIONAL RESPONSIBILITIES COUNSELING SKILLS 1. Communicates clearly, correctly and effectively. 2. Adjusts methodologies for students with diverse and/or special needs and/or different learning styles. 3. Provides clear information and directives to students. 4. Interacts with students and colleagues across employee groups with dignity and respect. 5. Develops appropriate, complete and accurate written information for students, e.g., transfer agreements, education plans, petitions, etc.
	PROFESSIONAL GROWTH/DEVELOPMENT PREPARATION 6. Maintains current knowledge of field in performance of assignment. 7. Demonstrates evidence of preparation in area of assignment. 8. Demonstrates evidence of participation in professional growth and development activities.
	COLLEGE-WIDE PARTICIPATION (OR LEADERSHIP OR CONTRIBUTION) 9. Demonstrates evidence of participation in college service activities as defined in Section 4.1.3.* 10. Works cooperatively and effectively with others. 11. Participates in performance review process and serves on performance review committees when requested.* 12. Meets obligations on time (e.g., student appointments, schedules, event or travel requisitions, etc.).
	COLLEGE-WIDE PARTICIPATION AND POSITIVE RELATIONSHIPS 13. Adheres to the approved professional standards as stated by the California Community Counseling Programs by the Academic Senate for California Community Colleges, which include: academic, personal, career, crisis, and multicultural counseling and department standards. 14. Demonstrates flexibility in providing coverage to meet the needs of the department. 15. Maintains required schedule; makes oneself available to students/clientele. 16. Promotes an inclusive learning or workplace environment that is free from harassment, prejudice or bias.
	Overall Rating (must be consistent with the factor rating although there is no prescribed formula for compiling the Overall Rating)
C.	SOURCES OF INFORMATION ON WHICH REVIEW IS BASED Self-Study Student Review of Counselors Equity Reflection Worksite Observation Mid-Semester Review Date: (Dean Initials)
D.	As performance review is a continuous process, recommendations and commendations should be reduced to writing and must be attached to this document. Specific recommendations for improvement <u>must</u> be given for each category in Section B marked "unsatisfactory" or "needs improvement."
Е.	RECOMMENDATION OF PERFORMANCE REVIEW COMMITTEE TENURED FACULTY Faculty member has successfully completed performance review. To be reviewed in three years using: Procedure A Procedure B Faculty member to be reviewed again in one two years to review progress made on performance review recommendations. TENURE-TRACK FACULTY Be offered a second year contract. Note: An Overall Rating of "needs improvement" or an "unsatisfactory" in any part of B above for toward track faculty may lead to a recommendation to not
	Be offered a second year contract. Not be offered a contract. Not be granted tenure. Part of B above for tenure-track faculty may lead to a recommendation to not be offered a subsequent contract or not be granted tenure.
	ADJUNCT FACULTY Be rehired for service as needed. Next review using: Not be rehired. Procedure A Procedure B Note: Faculty with 2 nd level preference who also have a 0.6 FTE preference load may have their preference load reduced to 0.4 FTE if their most recent performance review is overall less than satisfactory (4.10.6). Faculty with 2 nd level preference who also have a 0.6 FTE preference load may have their preference load reduced to 0.4 FTE if their most recent performance review is overall less than satisfactory (4.10.6). Faculty with 2 nd level preference who also have a 0.6 FTE preference load may have their preference after two consecutive less than satisfactory reviews (4.10.8.1).
	Lalty Reviewer Date Employee (I understand that I may send to the District Human Resources Office a written statement that will be attached to this performance review.)
Fac	alty Reviewer Date
Adn	ninistrator Date Reviewing Administrator Date
Orig	inal to Human Resources; Copy to: Administrator, Employee, Reviewing Administrator Rev: 12/23