



Peralta Community College District

ADMINISTRATIVE EVALUATION FORM
(FOR PART-TIME, LTS AND TENURED COUNSELING FACULTY)

Semester _____ Academic Year _____ Date _____

Name of Faculty Member _____ College _____

Administrative Evaluator _____

The purpose of this administrative review is to provide the Evaluation Committee with any information regarding the faculty member's professional responsibilities in the context of the administrative criteria listed below.

Professional Considerations and Responsibilities
(a check indicates administrator feels evaluatee fulfills this responsibility)

- Arrives for assigned shift promptly and ready for work. Does not inappropriately keep students or colleagues waiting.
- Takes initiative in looking for ways to provide service to students wherever possible.
- Adheres to department expectations of allotted counseling session times (drop-ins and differing appointment times).
- Demonstrates sound judgment by knowing when to consult others. For example, asks for information or feedback from others before advising students. When appropriate, defers giving information with a commitment to check and follow-up. Follows-up with students and others to fulfill commitments.
- Approaches counseling duties with a spirit of teamwork and cooperation, staying mindful of the goal of providing service to students.
- Completes appropriate and required campus and district forms and records in a timely manner.
- Is responsive to communications which have been received from faculty, staff, administration and students.
- Displays behavior consistent with professional ethics as listed in the American Counseling Association or the American Association of University Professors.

Please use the space below to support your ratings above with comments, suggestions, strengths, areas to develop, or examples of service beyond basic responsibilities (i.e. attending department meetings on own time, professional development activities, undertaking student or campus service projects, etc.).

Administrative Evaluation rating:

- Meets all requirements
- Does not consistently meet requirements

YES NO Either (1) employed as part-time faculty for 8 of last 12 semesters, or, if less,
(2) successfully completed PCCD Faculty Diversity Internship program
(if NO, skip to end)

YES NO This evaluation RATING qualifies (or continues to qualify) faculty member for the
Part-time Faculty Rehire Preference Pool (if NO, skip to end)

____Average counseling load for last 3 Fall semesters

____Average counseling load for last 3 Spring semesters

[Administrator's Signature]

[Date]

If Part-time Evaluatee is in the Part-time Faculty Rehire Preference Pool, evaluatee signature
acknowledges above information and calculation:

[Evaluatee's Signature]

[Date]