# PERALTA COMMUNITY COLLEGE DISTRICT

**DSPS / EOPS COORDINATOR -- FACULTY OBSERVATION FORM DSPS / EOPS COORDINATOR:**

College Semester Acad. Yr.

Name of Observer Date

*Appropriate input regarding the Evaluee is encouraged through the appropriate representatives on the Committee. Individuals wishing to participate in the evaluation process should have direct knowledge of the Coordinator=s skills (e.g. have worked with or observed the Coordinator in committee work, department meetings, student contact, public contact, etc.).*

1. **The DSPS / EOPS Coordinator demonstrates responsibility and accountability for day- to-day operation of DSPS / EOPS.**

Comments:

1. **The DSPS / EOPS Coordinator makes timely, effective decisions about provision of services, budget, employment of DSPS / EOPS personnel.**

Comments:

1. **The DSPS / EOPS Coordinator effectively coordinates activities of DSPS / EOPS personnel holding them accountable for their assigned/professional responsibilities.** Comments:
2. **The DSPS / EOPS Coordinator communicates effectively (both oral and written).**

Comments:

1. **The DSPS / EOPS Coordinator demonstrates leadership qualities in DSPS / EOPS activities on and off campus.**

Comments:

1. **The DSPS / EOPS Coordinator demonstrates sensitivity to diversity of staff and students (including ethnicity, gender, disability, religion, age, sexual orientation).** Comments:
2. **The DSPS / EOPS Coordinator encourages an environment conducive to collegiality.**

Comments:

1. **The DSPS / EOPS Coordinator demonstrates knowledge specific to the operations of college programs for students with disabilities and/or students with educational/ financial disadvantage.**

Comments:

1. **The DSPS / EOPS Coordinator maintains currency in the field of postsecondary education of persons with disabilities and/or persons with educational/financial disadvantages.**

Comments:

COMMENTS:

Overall performance rating:

## **Superior** surpasses requirements; exceeds expectations

**Satisfactory** *meets all standards of excellence as described in the policy*

**Below Standards** *does not consistently meet requirements*

**Unsatisfactory** *does not meet requirements; ineffective*

***Observer: Date:***

***Evaluee: Date:***

*The evaluee’s signature on this form does not constitute acceptance of this evaluation. The evaluee has the right to append their own written comments.*

*c:DSPS-EOPS Coord-FacObs.10/00; Rev. 0902 Blue]*