

Academic Year: \_\_\_\_\_

Semester: ☐ Fall ☐ Spring ☐ Summer

**Regular Faculty Evaluation**  
**Observation Report: Counseling Session**

(with student evaluations)

*See Instructions to Observer at the bottom of this form.*

Evaluatee (Print): \_\_\_\_\_

Department: \_\_\_\_\_

Class/Activity: \_\_\_\_\_

Date of Observation: \_\_\_\_\_

Observer (Print): \_\_\_\_\_

Role: ☐ Peer ☐ Chair ☐ Supv'g Admin

☐ Student Evaluation Summary and Comments are attached.

☐ I collected no Student Evaluations for the section I observed.

**1. Observation Ratings:**

Scaled Response: Based on your observations, select your response to each statement below based on the following scale: 3 = Satisfactory, 2 = Satisfactory/Minor Improvement Needed, 1 = Needs Improvement, NA = Not Applicable.

#	Criteria	3	2	1	NA
1	Demonstrated interest and respectful interaction in helping the student.				
2	Listened and clearly communicated back the concerns expressed by the student.				
3	Provided accurate information, as well as appropriate materials, regarding student services, courses, certificates, majors, and transfer programs.				
4	Suggested helpful referrals to other college resources.				
5	Demonstrated competency in gathering information for the student.				
6	Created an accurate academic plan for the student.				
7	Provided useful career information.				
8	Provided help with personal concerns.				
9	Overall, the counseling session was helpful and a positive experience for the student.				
10	Demonstrated current knowledge of courses, programs, and services.				
11	Addressed appropriate accommodations for the student's special needs.				

## 2. Narrative Report:

In the space provided below (or on an attachment), write a brief summary of the Evaluatee's performance in the student-related duties category. Your description should be related to the criteria above, to the Faculty Job Description (Article 17), and should accurately and appropriately reflect upon comments and ratings contained in the student evaluations. Be specific in your commendations, suggestions, and recommendations. This *Observation Report* will provide information to the *Final Report*.

Narrative Report

Observer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Observer Name (Printed): \_\_\_\_\_

**Evaluatee Signature:** In signing this report as the Evaluatee, you are only acknowledging having seen and discussed the complete report with the Evaluator. **Your signature below does not necessarily indicate agreement with any specific conclusions of this report.**

Evaluatee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Instructions to Observer

Note: If Evaluatee declines to sign, observer should note that declining to sign does not halt or delay the evaluation process.

**Attach the summary of student evaluations to this report.**

Each observer meets or confers with evaluatee to discuss the *Observation Report*, including the narrative and summary of student comments. The report may be shared by paper copy, email, or FAX, and the conference may occur in person, by telephone, by email, or other appropriate means of communications. When using email or FAX, the observer should save a copy of the transmission as evidence of communication. **(deadline: week 12).**

Each observer sends a copy of her/his *Observation Report*, including the summary of student evaluations, to the other members of the team (email preferred). **(deadline: week 12).**

The observer signs the original *Observation Report* and sends it to the department chair. **(deadline: week 12).**

If a "needs improvement" rating is considered in the student-related duties category, all three members of the team will confer reach conclusions about recommendations and follow-up, and designate one member to write the narrative for the *Final Report*. **(deadline: week 13)**