



Form PT-2C
Observation Report Form
Part-Time Counseling Faculty

Name of Person Being Evaluated:		Evaluator:
Time:	Date:	Modality:

PERFORMANCE INDICATORS

Area	Criterion	Exemplary	Meets Expectations	Needs Improvement	Unsatisfactory
1. Performance of Assignment	a. Listens well and helps students identify obstacles and personal issues that are impediments to goal attainment.				
	b. Facilitates goal attainment by helping students to design an educational plan/individual action plan and by providing ongoing motivational support when appropriate.				
	c. Researches questions brought by students and assists with effective resolution or directs students to appropriate sources of information/assistance when advisable.				
	d. Keeps current with District classes, programs, and resources for students as well as District policies and procedures affecting students.				
	e. Keeps current with programs and policies of receiving institutions to which students transfer.				
	f. Communicates and engages across disciplines within the academic community to foster collaboration with classroom faculty to support students.				
	g. Uses technological resources to advise students, to maintain case notes, to keep colleagues informed and to keep abreast of new information impacting students.				
	h. Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientation, skill levels and physical and mental disabilities.				
	i. Assists students with setting goals including academic and career goals.				
2. Professional Responsibilities	a. Demonstrates professional communication and a collaborative approach to working with peers, staff, learners, supervisors, and the public.				
	b. Develops and uses appropriate counseling materials and resources that are in alignment with College and District academic standards, degree and certificate requirements, and transfer/career planning.				
	c. Timely completion of educational plans, petitions, advising support, and other student needs during appointment session and through follow-up communication as appropriate to the assignment.				
3. Professional Growth	a. Leverages professional obligation time to further excellence in work assignments.				
	b. Maintains current knowledge in the field while innovating or adopting new educational methods into practice.				

	c. Accepts constructive feedback without defensiveness and fairly offers constructive feedback to others when appropriate.				
	d. Demonstrates understanding of YCCD Diversity, Equity, Inclusion, and Accessibility (DEIA) and anti-racist competencies in their assignment. <input type="checkbox"/> Shows Proficiency <input type="checkbox"/> Needs Improvement				

WRITTEN COMMENTS

OVERALL EVALUATION

- Exemplary
 Meets Expectations
 Needs Improvement
 Unsatisfactory

CHECKLIST OF ENCLOSED DOCUMENTS

- Syllabus
 Student Survey Data
 Additional Comment Sheet (if applicable)

SIGNATURES

The above evaluation represents my best professional judgment:

Evaluator Signature: _____ Date: _____

I have had the opportunity to read this report and discuss it with the evaluator. I recognize that I have the right to write comments regarding this evaluation and to carry out any additional self-evaluation that I wish to include.

Faculty Member Signature: _____ Date: _____