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ADMINISTRATIVE AND PEER EVALUATION FORM FOR FACULTY
Foothill-De Anza Community College District

This form may not be modified unless agreed upon by the Board and the Faculty Association.

This form uses both objective and narrative data. Please use the rating system for each applicable criterion. Then, write a brief narrative for each section and, finally, a comprehensive summary statement.

Rating system:

EX = Exceeds Expectations	UN = Unsatisfactory
MT = Meets Expectations	NA = Not Applicable
ND = Needs Development	NO = Not Observed

SECTION I.

Counseling	EX	MT	ND	UN	NA	NO
1. Demonstrates knowledge of counseling theories and techniques.						
2. Is accessible to students.						
3. Listens well and provides opportunities for students to express their concerns.						
4. Helps students define and seek solutions to problems.						
5. Researches questions brought by students, or directs students to appropriate sources of information/assistance when advisable.						
6. Keeps current with District classes, programs, and resources for students.						
7. Demonstrates knowledge of District policies and procedures affecting students.						
8. Communicates across disciplines within the academic community.						
9. Communicates ideas clearly and effectively.						
10. Uses appointment time effectively.						
11. Uses technological resources to advise students, to maintain case notes, to keep colleagues informed and to keep abreast of new information impacting students						
Narrative Comments						
Workshop (as applicable)	EX	MT	ND	UN	NA	NO
12. Uses current materials and theories						
13. Uses workshop time in an effective manner						
14. Teaches at a level that supports the achievement of the learning outcomes.						
Narrative Comments						

Approaches to Student Learning –Workshop (as applicable)	EX	MT	ND	UN	NA	NO
15. Stimulates student interest in the material presented.						
16. Provides students the opportunity to engage with the material in a variety of ways.						
17. Provides welcoming environment that is conducive to diverse learners.						
Narrative Comments						
Relationship with students and colleagues	EX	MT	ND	UN	NA	NO
18. Demonstrates sensitivity and respect when working with students, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses						
19. Demonstrates sensitivity and respect when working with colleagues, including but not limited to those with diverse backgrounds, orientations, abilities, religious cr						

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