

Self-Evaluation Guide - Counselors

1. Self-Evaluation Guide: The following appendices should not only serve to guide RT discussions, but also as a guide for the self-evaluation. The evaluatee should consider these professional responsibilities in conjunction with what has been emphasized throughout the year in work with the RT and what the evaluatee might want to work on for the future. The evaluatee should not consider this list as an exhaustive list of required points in their self-evaluation.

Counselors teaching courses will be evaluated according to Appendix A, section A. Teaches Effectively, in addition to Appendix C

Appendix A: Instructors

A. TEACHES EFFECTIVELY – This list of professional teaching responsibilities shall apply to all contract-faculty members teaching a course.

1. Uses a variety of strategies to promote student retention and successful course completion.
2. Provides timely and meaningful feedback to students on their progress throughout the course.
3. Provides a variety of methods to engage students in the learning process.
4. Uses a variety of teaching methods and expands teaching methodologies to address learning differences among students.
5. Uses student learning outcomes assessment to continually evaluate and inform effective teaching practices.
6. Maintains an inclusive and positive learning environment in the classroom.

Appendix C: Counselors

A. COUNSELS EFFECTIVELY:

1. **Academic counseling** - Assists students in assessing, planning and implementing their immediate and long-range academic goals,
2. **Career counseling** - Assists students in assessing their skills, abilities, values and interests and advises them concerning current and future employment trends
3. **Personal counseling** – Assists students with personal, family or other social concerns, when that assistance is related to the students' education,

4. **Crisis intervention** – Provides intervention directly or through cooperative arrangements with other resources on campus or in the community,
5. **Multicultural counseling** – Counsels students with a respect for their origins and cultural values.

B. WORKS RESPONSIBLY WITHIN THE PROGRAM/COLLEGE/COMMUNITY

1. Actively participates in collaborative efforts for program coordination.
2. Contributes to the department, program, and college level development and assessment of Student Learning Outcomes.
3. Creates both formal and informal collaborations with colleagues to promote student success.
4. Demonstrates understanding of college organization and procedures, and promotes campus resources to support student success.
5. Engages in outreach activities to students and community, to encourage potential students to avail themselves of services that will maximize their potential to benefit from the academic experience.
6. Actively participates in articulation policies and efforts.
7. Actively participates in Academic Senate, District or other standing or ad hoc committees in order to further support the success of the college.
8. Acts as a liaison to programs, divisions, and community agencies.
9. Consults with the college at large, including governance process, in an effort to make the environment for students as beneficial as possible to their intellectual, emotional and physical development.

C. PROFESSIONAL DEVELOPMENT

1. Attends conferences and workshops relevant to discipline and pedagogy.
2. Maintains connections to relevant organizations within discipline.
3. Participates in continuing education activities within and across disciplines.
4. Stays current within discipline through reading and/or research and shares knowledge with colleagues.

5. Participates in and/or organizes professional development activities to promote an understanding of counseling theory and pedagogy cross-cultural awareness.

D. SUPPORTS STUDENTS

1. Creates safe, supportive environments that focus on student learning and promote student persistence.
2. Actively educates themselves about available resources within the campus and community to support and encourage students
3. Demonstrates willingness to work with students individually and in student groups.
4. Assists students in engaging in activities that will advance their knowledge, skills and opportunities.
5. Advises students regarding discipline-specific issues and related opportunities.
6. Advocates for students through professional contacts and assist other colleagues in becoming student advocates.