

**IMPERIAL VALLEY COLLEGE
EVALUATION OF DUTIES AND RESPONSIBILITIES
COUNSELORS**

Faculty Member: _____ Semester: _____

Faculty Member's Status (circle): Tenure Review Full-Time Permanent Full-Time Temporary Part-time

Date of Evaluation: _____ Evaluator: _____

Scoring: NA = Not Applicable 2 = Competent 4 = Very Good
 1 = Marginal or Unsatisfactory 3 = Above Average 5 = Exceptional

		<i>Mark Appropriate Response</i>					
I.	Performance of professional responsibilities:	NA	1	2	3	4	5
	A. Maintains appropriate records and documentation						
	B. Maintains accurate and appropriate data entry						
	C. Posts and maintains appointment schedule						
	D. Participates in the development, assessment, and evaluation of student learning outcomes/service area outcomes as appropriate						
	E. Other professional responsibilities						
Comments:							

		<i>Mark Appropriate Response</i>					
II.	Performance of departmental and campus duties:	NA	1	2	3	4	5
	A. Attends appropriate division, department, or office meetings						
	B. Serves on campus committee(s)						
	C. Other departmental or campus duties						
Comments:							

Faculty Member Name

Signature

Evaluator Name

Signature