



**PART-TIME FACULTY ADVISING OR COUNSELING OBSERVATION**

**Instructions:** During the first semester of teaching, counseling or advising and at least once every three years, the part- time faculty will be observed by a full-time faculty member in the department. More frequent observations may be required by the department chair or the dean. **P&P 36001.V.**

**Faculty member:** \_\_\_\_\_ **Department:** \_\_\_\_\_ **Campus:** \_\_\_\_\_

**Semester/Year:** \_\_\_\_\_ **Date of Observation:** \_\_\_\_\_ **Observer:** \_\_\_\_\_

**M#:** \_\_\_\_\_

Based on your observation, place an X in the appropriate box and comment as appropriate.

	Meets Expectations	Minor improvements needed	Does Not Meet Expectations	Not Observed	Comments or Improvement Needed
<b>EFFECTIVENESS</b>					
1. Conveys respect to students					
2. Demonstrates effective advising or counseling skills appropriate to student need and developmental stage					
3. Demonstrates knowledge of guidelines for appropriate course placement					
4. Demonstrate knowledge of curricular/program/transfer requirements					
5. Demonstrates knowledge of the dynamics of student's emotional, social, and intellectual development as well as adjustment and life-planning issues					
6. Responds effectively to students' needs for academic, career, and life plans					
7. Makes appropriate referrals					
8. Addresses presenting concerns; moves student to a higher level of functioning					
9. Demonstrates good rapport with the students					



10. Plans follow-up activities as appropriate					
11. Provides an alternative explanation if student does not understand a point					
12. Utilizes technology appropriately- ARTSYS, web sites, Banner					
13. Answers students' questions effectively					
14. Uses time in session effectively					
15. Creates a positive, supportive environment					

SUMMARY OF OBSERVATION, ADDITIONAL COMMENTS

PART-TIME FACULTY MEMBER'S COMMENTS AND RESPONSE: (optional)

OVERALL, THE ABOVE NAMED PART-TIME FACULTY MEMBER'S EVALUATION WAS:

Satisfactory                       Unsatisfactory

**SIGNATURES:**

\_\_\_\_\_ Observer

\_\_\_\_\_ Part-time Faculty Member\*

\*Signifies that part-time faculty member has read the report and does not necessarily imply concurrence with judgments made.