

FALL 2020

# Appraisal Update

FOR COUNSELING FACULTY

09/02/2020

SAN DIEGO  
MESA COLLEGE



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## Topics to Cover

- Overview
- Purpose
- Frequency
- Timelines
- Eval Instruments
- Eval Committee
- Performance Review File & Docs
- Observations
- Counseling Domains
- Reminders
- For Fall 2020





# Overview

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OPPORTUNITY,  
RESPONSIBILITY,  
ACCOUNTABILITY.

College Faculty Appraisal Guide



## 15.1.1 Purpose

- To assess teaching effectiveness
- Encourage professional growth
- Make informed decisions regarding tenure, promotion, and salary advancement whenever appropriate





# 15.1.3 - TIMELINES

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- Fall - Probationary and Promotional
- Spring - Post-Tenure
- Discussed during the meeting







## 15.1.4 - Eval Instruments

- Faculty Appraisal Guide
- Counselor p.53





### 15.1.7.1- Eval Committee

- Appropriate immediate manager or designee
- Department Chair or designee
- Peer Evaluator

Peer Only - In every 3 year cycle, the evaluation committee for professor triennial eval may consist of a peer only.



## 15.1.8 PRF

PERFORMANCE REVIEW FILE



MATERIALS ON THE NEXT SLIDE



## **15.1.8.3 - PRF MATERIALS**

**STUDENT EVALS**

**SYLLABI**

**SELF-EVALUATION**

**UPDATED LISTING OF  
PROFESSIONAL  
ACCOMPLISHMENTS**



# \*PROFESSIONAL ACCOMPLISHMENTS

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- CURRICULUM
- PROGRAM DEVELOPMENT
- PRESENTATIONS
- CONFERENCES ATTENDED & PRESENTED
- ACCOLADES
- SIGNIFICANT CONTRIBUTIONS, PROJECTS, COORDINATION
- OTHER ACCOMPLISHMENTS



# — SELF-EVALUATION

- PERSONAL STATEMENT
- REFERENCE THE PERFORMANCE STANDARDS
- ADDRESS EACH SECTION





# — SELF-EVALUATION

- STATE GOALS
- EXPLAIN EXTENT TO WHICH GOALS WERE MET
- ESTABLISH GOALS FOR THE FOLLOWING CYCLE





# Observations

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CHAIR - 1



MANAGER - 1



PEER - 2





# counseling domains

FOR GENERAL COUNSELING



## **1 - Development, Coordination, & Implementation of SS Activities**

Reports, Records, Ed Plans, Special Functions, Organizing and Planning

## **2 - Professional Counseling Skills**

Individual, Group. Assessment, Group Presentation

## **3 - Counseling Specific Subject Mastery**

Knowledge & Utilization of Academic Programs, Curricula, Transfer Info, Resources, etc... Professional Growth & Ongoing Preparation

## **4 - Interpersonal-Personal Skills**

Communication, Leadership, Timely Response, Demonstrated Respect for Colleagues, Sensitivity to Diversity Issues, etc...



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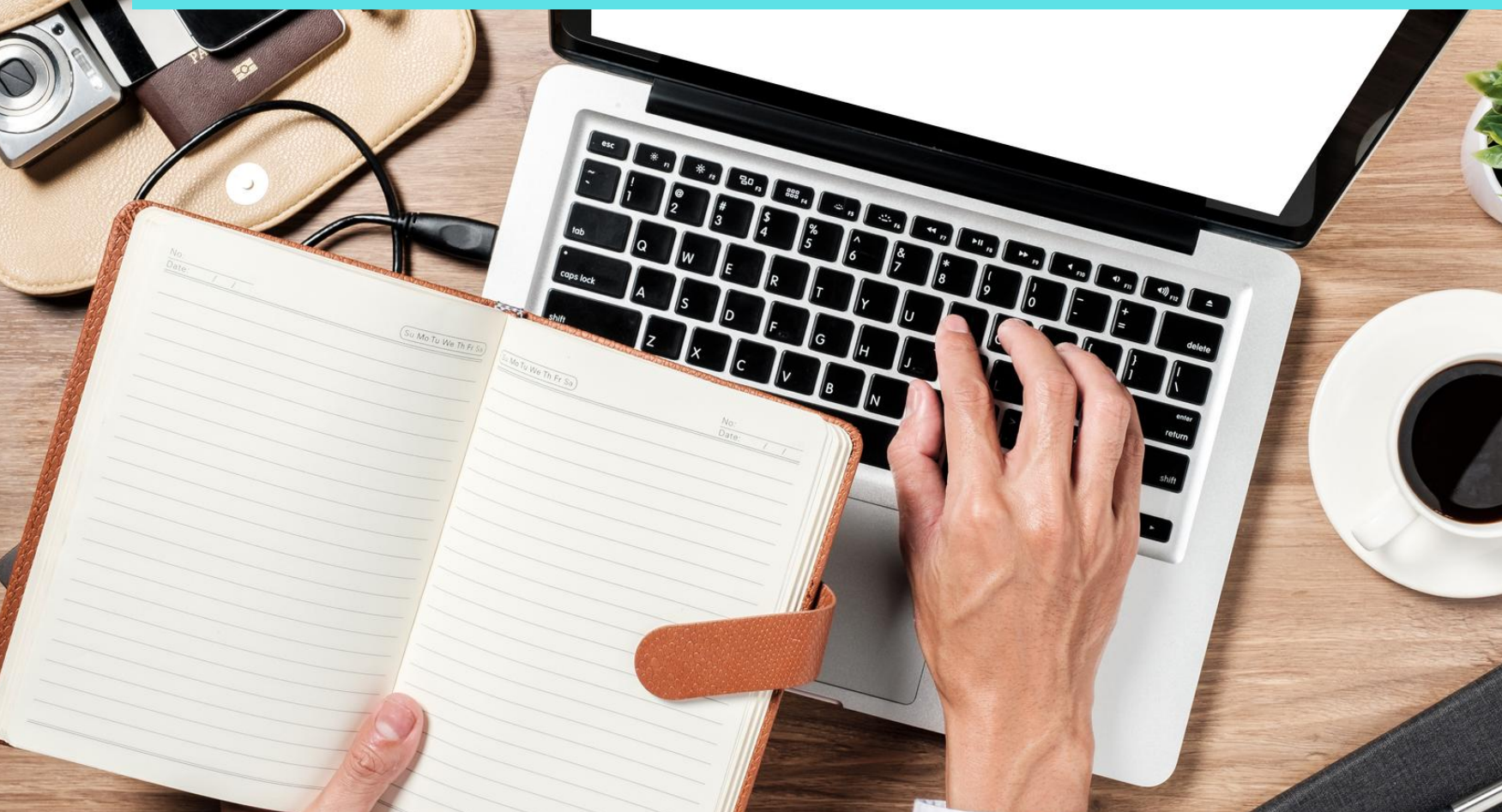
## ★ Important Reminders

1. Please review the evaluatee's PRF - this is required after evaluatee notifies committee that the materials have been submitted - emailed this year to [mesafacultyevals@sdccd.edu](mailto:mesafacultyevals@sdccd.edu)



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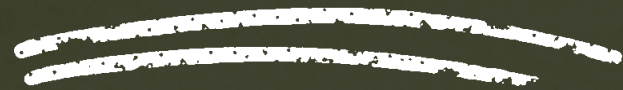
★ 2. Rest of committee members - Chair, Peer, Admin to have letters ready for the second evaluation meeting





# IMPORTANT NOTES

- COMPETENT WILL BE CHANGED TO SATISFACTORY
- ADJUNCTS WILL ALSO NEED TO SUBMIT SELF-EVAL AND PROFESSIONAL ACCOMPLISHMENTS







## COMMITTEE

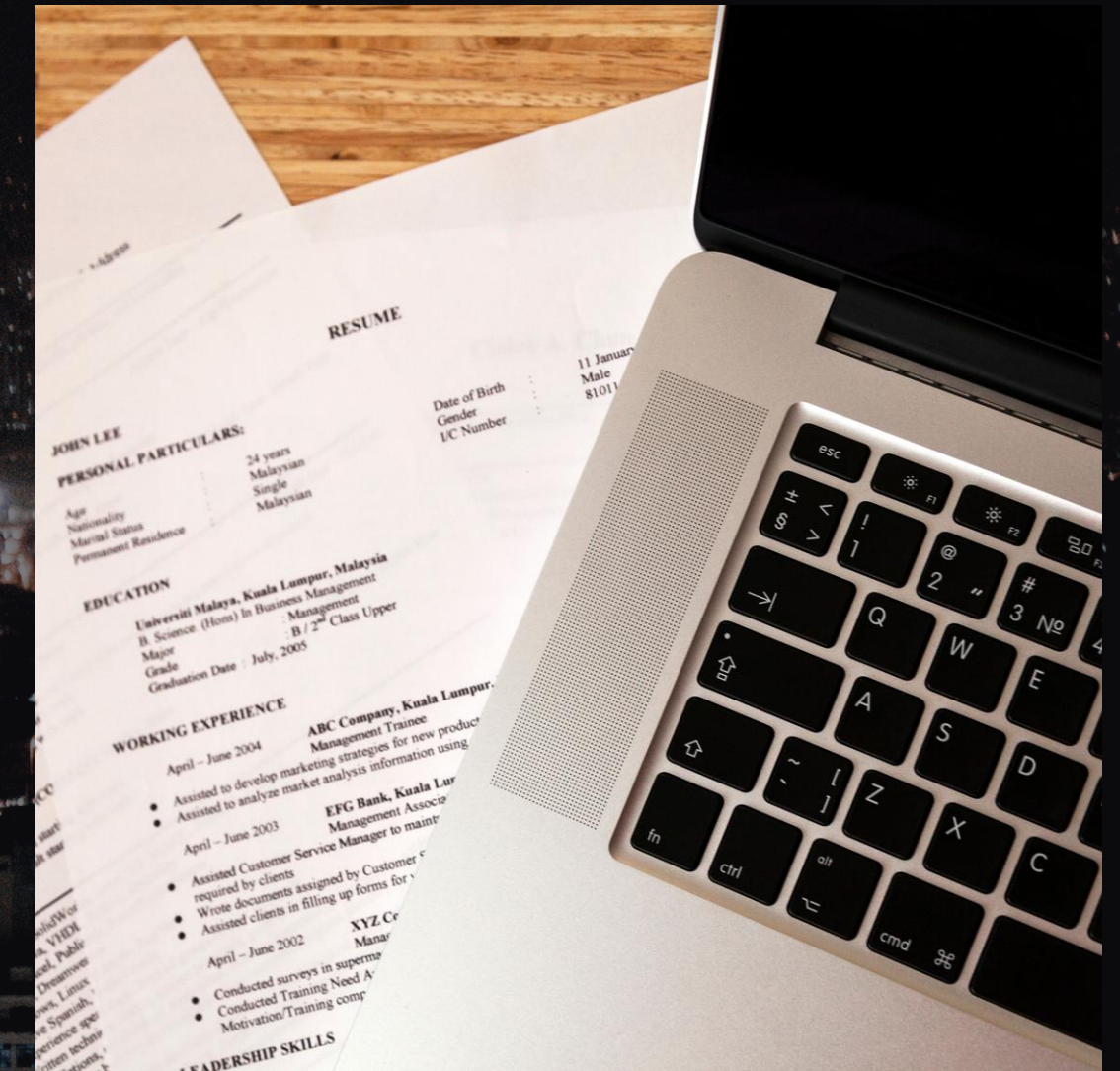
### **For Peer Only:**

All handled by the  
peer/chair designee



## PROCESS

Peer gives rating sheet to  
the dean



## REVIEW

Evaluee reviews







# FOR PEER ONLY

UNDER INTERPERSONAL-PERSONAL  
SKILLS, LEAVE #12 UNMARKED - TIMELY  
RESPONSE TO ADMINISTRATIVE  
REQUIREMENTS

CHAIR & DEAN WILL COMPLETE THE  
SECTION TOGETHER



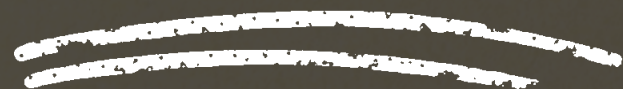


# RECOMMENDATIONS



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- MEMO VS. LETTER FORMAT
- INCLUDE A SUMMARY
- RECOMMENDATION AT THE END OF THE LETTER
- ON WHAT GROUNDS? REASONS?
- ALL APPRAISALS ARE REVIEWED
- **FOR TENURE - SHARE HISTORICAL DEVELOPMENT OVER THE PAST 4 YEARS**





## SUBMISSION OF MATERIALS

All materials (Mandatory, Supplemental) are submitted by the Evaluee via email to [mesafacultyevals@sdccd.edu](mailto:mesafacultyevals@sdccd.edu)

## ACCESS

Evaluee to cc committee on this email so members have access to their materials

## AFTER RETURN

- Evaluee will provide printed copies of these materials to be placed in their PRF in the School of Learning Resources and Academic Support (LRAS) office, 4th floor, room 443, once the campus reopens.
- Admin submits hard copy of rating sheets and committee letters for evaluee and file.

# What has changed?

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FALL APPRAISAL PROCESS



**8/17 - 8/31**

Committee Selection

**8/24 - 9/18**

First Committee Meeting

**9/14 - 10/26**

Mandatory and Supplemental  
Material Submission

**10/19 - 11/06**

Second Committee Meeting

**11/16 - 12/04**

Third Committee Meeting

# Important Dates

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Faculty Appraisal;



ANY  
COMMENTS/QUESTIONS?

THANK YOU

