

Counseling Faculty Evaluation Activities

	Satisfactory	Commendable	Excellent
<p>Primary Job Responsibilities (as specified in the NSHE Code)</p> <p>In order to receive a Satisfactory evaluation I will fulfill the duty or responsibility listed under the satisfactory column.</p>	<p>S.1 Professional Conduct: Comply with all sections of the NSHE Code, TMCC policies applicable to faculty and ethical standards for professional counselors (ACA, NCC, and APA).</p> <p>S.2 Professional Counseling Activities:</p> <ol style="list-style-type: none"> a. Counsel students, faculty, and staff and/or consult with faculty. b. Receive satisfactory student evaluations, using an agreed upon process and use student comments as a means to develop professionally. c. Participate in advisory committees when applicable. d. Schedule and maintain office hours. e. Receive satisfactory observation/evaluation from Chair/Director using agreed upon, pre-established guidelines. f. Provide advisement and career counseling in addition to personal counseling. g. Teach one (1) course or substitute an item from commendable or excellent category as agreed upon by the Chair/Director. h. Choose two (2) activities from the following list: QUEST, Heritage Achievement Day, Grad Fair, Orientation events, Career Fair, Classroom introductions, Mentoring Students, , and other recruitment and retention activities. i. Assist with developing departmental goals and website updates. j. Develop and maintain working knowledge of SIS and DARSWEB programs and use in accordance with FERPA regulations. k. Maintain a working knowledge of system wide transfer guides l. Active participation in mandatory matriculation services. <p>S.3 Department/Division Duties:</p> <ol style="list-style-type: none"> a. Attend department, division, and 	<p>C.1 Select two (2):</p> <ol style="list-style-type: none"> a. Teach a new course, workshop, or support group when agreed upon by counseling staff. b. Coordinate an activity on behalf of the department (i.e., Quest, Grad Fair, Day on the Hill, Heritage Achievement Day, Parent Night, etc. c. Develop a new course, workshop, or support group and a timeline for implementation. d. Conduct on-campus training for faculty or staff including diversity training. e. Advise or coordinate student activities such as clubs or extracurricular activities. f. Mentor new part-time faculty or university interns. g. Participate as liaison to academic departments and be responsible for the latest information. h. Give a presentation in other than a taught class. i. Develop/participate in retention related activities j. Arrange a peer review for oneself. Use comments as a means to develop professionally. k. Participate in Saturday late registration events. l. Provide career counseling and interpret career interest and personality inventories. m. Choose an additional activity from S2h. n. Perform other activities as agreed upon with Chair/Dean/Director. 	<p>E.1</p> <ol style="list-style-type: none"> a. Write and submit a grant proposal. b. Develop a program, support group, seminar, workshop or course with clearly stated objectives. c. Upgrade professional skills through formal course work, seminars or conferences approved by the Chair/Dean/Director. d. Choose two additional items from C.1., a through c, m. e. Mentor a lecturer or a full-time faculty member. f. Participate in system activities. g. Provide Linktivity access to students. h. Participate in K-14 activities. i. Revise in a "significant" way an existing class (new text book(s), assignments etc. j. Integrate technology by specifically using one or more of the following in any given semester. k. Internet activities using Smart Technology. l. Hybrid Addition: WebCT or other platform to create communication interfaces. m. Conduct on-campus training for faculty, staff or students. n. Develop a diversity component to be included in a new or existing course. o. Perform other activities as agreed upon with Chair/Dean/Director.

	<p>institutional meetings when on contract.</p> <p>b. Meet established guidelines and deadlines on materials and information when requested by the department and the division.</p> <p>S.4 Submit detailed Annual Plan and Faculty Self Evaluation in a timely manner or as requested by administration.</p>		
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	Satisfactory	Commendable	Excellent
<p>Service to the College and the Community (As specified in NSHE Code) In order to receive a Satisfactory Evaluation I will fulfill each of the duties and responsibilities listed under the satisfactory column.</p>	<p>Select one (1) activity from either College Service or Community Service S.5 College Service: a. Actively participate on one (1) College Standing Committee or Senate Standing Committee or another College Committee created by Administration or the Faculty Senate. b. Actively participate on one (1) or more screening committees as needed. S.6 Community Service: a. Actively participate in community volunteer work and/or committees.</p>	<p>Select one (1) activity from either College Service or Community Service C.2 College Service: a. In addition to S.5 (a), actively participate on another College Standing Committee or Faculty Senate Committee or another College Committee created by Administration or the Faculty Senate. b. In addition to S.5 (b), actively participate on another screening committee. c. Actively participate as a Faculty Senator. d. Perform volunteer work in community, related to the counseling profession. e. Develop community contacts to promote the counseling program or college goals and/or participate in community originated projects (i.e. develop, administer or evaluate a community survey). f. Participate as a member of an appropriate local, regional or national professional organization. g. Participate as a member of a local community service club or other community service organization. h. Participate in college panel discussions. i. Perform other activities as agreed upon with Chair/Director. C.3 Community Service: a. Service on community advisory boards/committees,</p>	<p>E.2 College Service: a. Significant NSHE System involvement in college-related issues. b. Serve as Faculty Senate Chair or Chair-Elect. c. Chair a Faculty Senate Standing Committee. d. Chair a non-compensated Faculty Senate Standing Committee. e. Chair a Faculty Senate or college committee that meets at least twice in an academic year. f. Significant involvement in accreditation and/or program reviews. g. Chair a screening committee. h. Chair a faculty probationary development committee. i. Non-compensated chair position of community or government board or Commission. j. Significant involvement with WCSD in student advisement and recruiting. k. Pick any unused items from the "Commendable" column, C.2. a-h. l. Participate in Planning Council or planning council sub committee. m. Conduct on-campus training for faculty, staff or students. n. Develop a diversity component to be included in a new or existing course. o. Develop and implement a diversity training or workshop for faculty, staff, or students.</p>

		<p>government boards/committees, school boards/committees, and other boards/committees as approved by the Chair/Dean/Director.</p> <p>b. Perform other activities as agreed upon by Chair/Dean/Director.</p>	<p>p. Other activities as agreed upon by Chair/Dean/Director.</p> <p>E.3 Community Service:</p> <p>a. Service on community advisory boards/committees, government boards/committees, school boards/committees, and other boards/committees as approved by the Chair/Dean/Director.</p> <p>b. Develop significant community contacts to promote a program or advance college goals.</p> <p>c. Participate in community panel discussions.</p> <p>d. Perform other activities as agreed upon by Chair/Dean/Director.</p>
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