

# FACULTY OBSERVATION FORM

Evaluation of: \_\_\_\_\_ Semester: \_\_\_\_\_

Department: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Position: \_\_\_\_\_

Knowledge, Skill and Ability as a DSPS Faculty Member	Satisfactory or Better	Needs Improvement	Unsatisfactory	Not Observed (NO) Not Applicable (NA)
1. Demonstrates knowledge of discipline				
Comments:				
2. Demonstrates knowledge of current trends, laws, and regulations				
Comments:				
3. Demonstrates knowledge of current college policies and procedures affecting students				
Comments:				
4. Maintains assigned work schedule and is on time for appointments				
Comments:				
5. Manages time effectively				
Comments:				
6. Makes oneself available to confer with students				
Comments:				
7. Uses allotted session time effectively				
Comments:				
8. Provides appropriate accommodations in a timely manner				
Comments:				

9. Creates a non-judgmental environment of trust, sensitivity, and mutual respect (students & colleagues)				
Comments:				
10. Respects student confidences				
Comments:				
11. Displays timely and appropriate follow through				
Comments:				
12. Communicates clearly and effectively with students				
Comments:				
13. Sets boundaries with students as necessary				
Comments:				
14. Assists students in resolving issues involving faculty, administration, and/or community agencies				
Comments:				
15. Maintains accurate record keeping				
Comments:				
16. Consults with colleagues as necessary				
Comments:				
17. Contributes to a positive work environment				
Comments:				
18. Takes the initiative and responsibility to keep up with the current academic and electronic aspects of counseling				
Comments:				
19. Functions effectively with a minimum of supervision				
Comments:				

Additional comment:

Date(s) of Visit: \_\_\_\_\_

Length of visit: \_\_\_\_\_ Course (if applicable): \_\_\_\_\_

Conference Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_

Evaluatee's Signature: \_\_\_\_\_

Faculty member's signature does not necessarily imply agreement. It is merely an acknowledgement that the complete report has been read and a copy received.