

Kapi'olani Community College  
Peer Evaluation Form  
Non-Primary Responsibilities, Counselors & Advisors

**Purpose**

This form serves two purposes:

1. Its primary function is to provide the counselor/advisor to be evaluated with feedback and suggestions and to afford an opportunity for discussion of planning and performance.
2. Its secondary function is to provide data for reviewing bodies in their assessment of the counselor/advisor for the purposes of contract renewal, rehire, and tenure recommendations.

**Instructions to the Evaluator**

1. In an informal way, collect information from the counselor/advisor to be evaluated regarding his/her non-primary activities.
2. On this form, provide written comments evaluating the counselor's/advisor's Institutional Service (section A), Professional Development (section B), Professional Activities (section C), and Public Service (section D).
3. Provide the counselor/advisor with a copy of the completed form and meet with him/her to discuss it. The counselor/advisor should have an opportunity to respond under the "Counselor/Advisor Response" section and the form must be signed by both the counselor/advisor and the evaluator.

Name of Counselor/Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor's/Advisor's Dept. or Unit: \_\_\_\_\_

Counselor's/Advisor's Title and/or Brief Position Description: \_\_\_\_\_

Counselor's/Advisor's Status: Probationary \_\_\_ Grant-Funded \_\_\_ Temp.App. \_\_\_ Tenured \_\_\_

Name of Evaluator: \_\_\_\_\_ Evaluator's Dept. or Unit: \_\_\_\_\_

Evaluator's Title and/or Brief Position Description: \_\_\_\_\_

## A. Institutional Service

Institutional service refers to any service you performed for Kapi'olani Community College or the University of Hawai'i system. Institutional Service includes, but is not limited to, the activities listed below:

- Contributing constructively to college-wide, department and discipline projects
- Evaluating peers, as assigned by department chair
- Participating in programs that support student success such as faculty advising, pre-transfer advising, learning communities, summer bridge programs, outreach to high schools, advising student clubs, and First Year Experience (FYE) activities, such as Access to College Excellence
- Making presentations or conducting workshops in your area of expertise for other faculty and staff
- Serving as advisor to a student club or organization or providing opportunities for other kinds of extracurricular activities
- Serving on committees for institutional assessment and accreditation
- Serving on a departmental, CAAC, or Faculty Senate committee
- Serving as committee chair
- Serving as a program, discipline, or special project coordinator
- Developing new programs
- Writing grants

Evaluator's Comments	Counselor's/Advisor's Response

## B. Professional Development

Professional Development refers to activities aimed at increasing your knowledge in your discipline(s) as well as acquiring new strategies, techniques and skills to maintain or improve student learning or academic support. Professional development activities may include, but are not limited to, the following:

- Readings or research in your discipline or in teaching methodology and engaging in professional discussion with colleagues
- Attending workshops, seminars, conferences, and institutes in your discipline or on ways to improve your teaching or your academic support service
- Taking credit or non-credit courses in your discipline or on ways to improve your teaching or your academic support service
- Acquiring a degree related to your discipline or to college teaching or academic support

Evaluator's Comments	Counselor's/Advisor's Response

### C. Professional Activities

Professional activities refer to applications and practice of your professional expertise, including scholarly endeavors. These activities highlight your achievements or status as a professional. Professional activities may be compensated, within the limits of college regulations of outside employment (8 hours per week of compensated work, excluding weekends). Professional development activities may include, but are not limited to, the following:

- Research, writing and publishing articles, reviews, or books in your discipline
- Research, writing and delivering papers at professional conferences
- Reviewing textbooks and materials for publishers
- Producing and publishing, performing, or displaying creative work in disciplines such as art, music, drama, and literary writing
- Conducting institutional and/or pedagogical research
- Developing new instructional or academic support methods, procedures, or techniques
- Providing service or expertise to government agencies, individuals, community groups or organizations, or the general public
- Mentoring new or junior faculty

Evaluator's Comments	Counselor's/Advisor's Response

### D. Public Service

Public service refers to uncompensated service related to your professional status. This service can occur off campus or on campus when the activities are open to the public. These activities should involve your expertise or status as a professional. Public service may include, but are not limited to, the following:

- Providing leadership (on boards or as an officer) or service (e.g. editing a newsletter) in professional organizations
- Coordinating events or conferences related to your field
- Disseminating information related to your field through public workshops
- Providing expertise pro bono to government agencies, community groups and organizations, the general public, or individuals (e.g. judging contests)
- Providing expertise in your field to educators at other levels of education and other institutions

Evaluator's Comments	Counselor's/Advisor's Response

Additional Comments	Counselor's/Advisor's Response
Suggestions for Improvement	Counselor's/Advisor's Response

I hereby certify that I have read the preceding report and have had an opportunity to discuss it with the evaluator. Counselor's/advisor's signature does not necessarily mean complete agreement on the part of the counselor/advisor.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor's/Advisor's Signature

\_\_\_\_\_  
Date