

Kapi'olani Community College
Peer Evaluation Form
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. Interview the counselor/advisor in the midst of the Spring semester. Please allow sufficient time to conduct the interview thoroughly.
2. (OPTIONAL) Arrange, with permission of the counselor/advisor and student(s) involved, to observe a counseling/advising session. Your observations are meant to help you assess the counselor's/advisor's Counseling/Advising Effectiveness (section A).
3. Prior to the interview and/or session observation, review any materials that the counselor/advisor has chosen to provide.
4. On this form, provide written comments evaluating the counselor's/advisor's Counseling/Advising Effectiveness (section A) and the counselor's/advisor's Support of Student Success, Growth, & Development (section B).
5. 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. Counseling/Advising Effectiveness

The following are **suggested** interview questions:

- ▶ What counseling/advising strategies work best for your student population?
- ▶ Describe your awareness of the changing needs and/or concerns of students and how you respond to those needs and/or concerns.
- ▶ Describe a challenging counseling/advising session/situation you have been a part of this past year. How did you approach the problem and what was the result? Looking back on it, would you do anything differently? Why/why not?

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

B. Support of Student Success, Growth, & Development

The following are **suggested** interview questions:

- ▶ Discuss your primary duties and how they relate to your department's and the college's goals.
- ▶ Describe your experience in initiating, creating, implementing, assessing, and/or improving on a counseling/advising project or activity which aimed to promote student success and/or growth and/or development.
- ▶ Describe your involvement in creating partnerships with faculty and/or staff with the goal of enhancing student success and/or growth and/or development.

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

