Noncredit Part-time Counselor Evaluation

Name: _____ Date: _____

(Please print faculty member's name being observed) *(Date of observation)*

Employee ID:_____

Type of Appointment: Academic Personal Career Other_____

5 is highest score, 1 is lowest score. Please use the continuum to rate each criteria.

Criteria	5	4	3	2*	1*
Student Support & Advising					
Educational Planning					
Record Keeping & Follo-up					
Knowledge of Noncredit Programs					
Use of Resources & Technology					

* Any criterion marked "2" shall cite examples and make suggestions for improvement. Any criterion marked "1" shall cite examples and make suggestions for improvement.

Comments:

Observer (print): _____ Date: _____ Signature: _____

Academic Administrator (print): _____ Date: _____ Signature: _____

Unit Member (print): _____ Date: _____ Signature: _____

Note: Unit Member's signature only denotes receipt of the document, not agreement with the contents. Completed and signed form is returned to the supervising administrator. Administrator submits the evaluation to Human Resources.

Noncredit Part-time Counselor Evaluation – Observation Criteria

Evaluators shall use the following information to guide their observation.

1. Student Support & Advising
   - Provides accurate, individualized support for academic, career, and personal goals.
   - Builds strong rapport with a diverse student population.
   - Connects students with appropriate campus and community resources.
   - Maintains confidentiality and fosters trust.

2. Educational Planning
   - Ensures student has a comprehensive educational plan.
   - Assists students in setting realistic educational goals.
   - Develops and communicates clear educational plans aligned with student pathways.
   - Encourages goal review and plan updates as needed.
   - Supports transitions between noncredit and credit programs.

3. Record Keeping & Follow-Up
   - Maintains accurate, timely, and organized student records.
   - Follows up consistently on student referrals, goals, or action items.
   - Uses systems effectively for documentation and tracking.
   - Ensures FERPA compliance.

4. Knowledge of Noncredit Programs
   - Demonstrates a deep understanding of noncredit offerings, requirements, and academic & career pathways.
   - Clearly communicates available options and services.
   - Guides students through enrollment, completion, and transition processes.
   - Collaborates with instructional faculty to support student learning pathways.

5. Use of Resources & Technology
   - Effectively uses tools such as online scheduling, databases, and diploma/certificate planning systems.
   - Ensures advising sessions are supported by current, accessible information.
   - Demonstrates familiarity with tech platforms that support noncredit student success.
   - Guides students in accessing online tools and services.
   - Guides students in accessing campus resources, programs, and services to support student success (i.e. Hawks Nest, laptop loaner program, tutoring, health services, etc.).

Noncredit Part-Time Counselor Evaluation Rubric

Criteria	5	1
Student Support & Advising	Provides accurate, personalized guidance; builds rapport; addresses academic, career, and personal goals.	Provides limited or unclear support; fails to engage student needs.
Educational Planning	Helps students develop clear and realistic educational plans aligned with goals and pathways and explore additional options.	Rarely provides structured planning; plans are vague or disconnected from goals.
Record Keeping & Follow-Up	Maintains thorough and current records; consistent and timely follow-up with students.	Inadequate documentation or lack of follow-up with students.
Knowledge of Noncredit Programs	Demonstrates deep understanding of noncredit pathways and processes; accurately informs students.	Limited or incorrect understanding of noncredit offerings and services.
Use of Resources & Technology	Effectively uses tools, databases, and technology to support counseling and communication.	Does not utilize available tools or technology appropriately.