

**Essex County College
Faculty Evaluations Forms
Appendix D
Form B**

Divisional/Departmental Chair's (or equivalent) Evaluation Report of Counselors

Counselor: _____

Date of Evaluation: _____

Employment at Essex County College: _____ Years

Rank: _____

General Comments: _____

Suggestions Change: _____

Evaluator: _____

(Signature)

Recommendation*: _____

Signature of Counselor: _____

(Indicates that Conference was held and Counselor did review this appraisal)

Comments of Counselor: _____

*In all cases, the final action for retention or non-retention or promotion rests with the Board of Trustees.

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(continued)
Chairperson's Evaluation Form**

This evaluation must be constructive. The person being evaluated should be made aware of both strengths and weaknesses, with the evaluation being thoroughly discussed before final submission. As a result of this assessment, the faculty member should have been helped to promote individual growth within the context of professional responsibilities. (1-5 should refer to the rated period.)

*Superior Good Satisfactory *Deficient N/A

1. Effectiveness as a counselor (but not including observation of private sessions): _____

Comments: _____

*Superior Good Satisfactory *Deficient N/A

2. Contributions to the Discipline/Division: _____

Comments: _____

*Superior Good Satisfactory *Deficient N/A

3. Contributions to the College: _____

Comments: _____

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Chairperson's Evaluation Form**

***Superior** **Good** **Satisfactory** ***Deficient** **N/A**

4. Contributions to Community Service (where applicable): _____

Comments: _____

***Superior** **Good** **Satisfactory** ***Deficient** **N/A**

5. Scholarly or other contributions to professional organizations: _____

Comments: _____

Narrative overall evaluation (Other factors, besides the above, to consider: willing assumption of responsibilities, implementation of and adherence to College policies and procedures):

†RECOMMENDATION: _____

Comments of Instructor: _____

*Supportive and detailed explanation needed if this category is checked.

†In all cases, the final action for retention, non-retention, or promotion rests with the Board of Trustees.