

CFEC Written Evaluation and Recommendation for Counseling Faculty

This form shall be used by the Counseling Faculty Evaluation Committee (CFEC) to issue their written evaluation and recommendation report for non-tenured faculty, faculty applying for promotion in rank, faculty being considered for tenure, and professional assessment of tenured faculty members.

Faculty Member

Rank

Department

Academic Year

Evaluation Purpose

Non-Tenured Renewal or Special Appointment

Tenure

Promotion

Professional Assessment

Information developed by the CFEC for promotion evaluations may be used for professional assessments. Where this is the university practice another assessment shall not be required for six (6) years. (CBA 4.12) At WCSU, if you are tenured and applying for promotion, another assessment is not required for six (6) years.

EVALUATION CRITERIA - CSU-AAUP Collective Bargaining Agreement

4.11.7 In making its peer evaluations for renewal, promotion, and tenure [and professional assessment CBA 4.12] the DEC (CFEC) shall consider all materials supplied by the candidate and may solicit additional information pertinent to the categories of evaluation.

7.3.1 The criterion for evaluating and recommending full-time Counseling Faculty shall be the quality of activity, including keeping current in one's field, within each of the categories listed below (Articles 7.3.1.1 - 7.3.1.5). All individuals and bodies evaluating Counseling Faculty shall weight these categories in the order listed. Any special conditions in the member's letter of appointment or subsequent or modification of such appointment as provided in Article 4.7 shall be considered in the evaluation process for renewal, promotion or tenure.

1. Article 7.3.1.1 Load Credit Activity - See Article 7.1 Load credit activities of counseling faculty shall include counseling in all areas essential to the student and academic community consultation with members, administrators and parents; maintenance of client records, and completion of other supporting paperwork.
2. Article 7.3.1.2 Professional activity, such as attendance and participation in conferences and workshops, membership and service in appropriate professional organizations and other professional activities.
3. Article 7.3.1.3 Productive service to the department and university.
4. Article 7.3.1.4 Creative activity appropriate to one's field, such as delivering papers at conferences, research, study and publication.
5. Article 7.3.1.5 Years in Rank
6. Article 7.3.1.6 Record of any disciplinary action in the member's personnel file at the time of the evaluation.
 YES NO

The CFEC must attach their evaluation report to this document. Reports shall specifically address each standard. It is recommended that a copy of your departmental evaluation criteria also be attached.

(Signatures on next page)

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For Special Appointment, Non-Tenured Faculty Renewal and Professional Assessments Only: Overall rating of the faculty member:

[] Satisfactory [] Marginal [] Unsatisfactory

For Non-Tenured Faculty Only: Is Renewal Recommended? [] YES [] NO

For Tenure Candidates Only: Is Tenure Recommended? [] YES [] NO

For Promotion Candidates Only: Is Promotion Recommended? [] YES [] NO

CFEC Members Signatures:

Printed Name Signature Date

Printed Name Signature Date

Printed Name Signature Date

Printed Name Signature Date

Printed Name Signature Date

I, the subject of this evaluation, am signing to indicate that I have received a copy of the Department Evaluation Committee's written evaluation and recommendation. I understand that I may submit additional comments to the appropriate Director in accordance with the following schedule:

- ❖ 1st year appointees: Within three (3) calendar days of the CFEC due date.
❖ 2nd year appointees, tenure, promotion and professional assessment candidates: Within one (1) calendar week of the CFEC due date.

Printed Name Signature Date

Distribution Instructions

The CFEC shall make two (2) copies of their written evaluation and this form after it is signed by all parties.

- 1. The original of this form along with the written evaluation must go to Human Resources to be placed in the member's personnel file.
2. A copy shall be provided to the affected member upon issuance.
3. A copy shall go to the Director accompanied by the materials supplied to the CFEC by the candidate.