

**IMPERIAL VALLEY COLLEGE  
EVALUATION OF DUTIES AND RESPONSIBILITIES  
COUNSELORS**

Faculty Member: \_\_\_\_\_ Semester: \_\_\_\_\_

Faculty Member's Status (circle): Tenure Review    Full-Time Permanent    Full-Time Temporary    Part-time

Date of Evaluation: \_\_\_\_\_ Evaluator: \_\_\_\_\_

**Scoring:**      NA = Not Applicable                      2 = Competent                      4 = Very Good  
                     1 = Marginal or Unsatisfactory              3 = Above Average                      5 = Exceptional

		Mark Appropriate Response					
I.	Performance of professional responsibilities:	NA	1	2	3	4	5
	A. Maintains appropriate records and documentation						
	B. Maintains accurate and appropriate data entry						
	C. Posts and maintains appointment schedule						
	D. Participates in the development, assessment, and evaluation of student learning outcomes/service area outcomes as appropriate						