

**Counseling and Psychological Services
Guidelines for the Periodic Evaluation
of Temporary Counselor Faculty
Effective Fall 2023**

In the case of a discrepancy between this document and the Collective Bargaining Agreement (CBA) or the California State Polytechnic University, Pomona Policies 1336, 1329, 1337, the CBA and the University policies take precedence over this document. These policies can be found on the [Faculty Affairs](#) website. It is the responsibility of the counselor faculty to review the above University policies, the CBA, and the CSU [Counselor Faculty Handbook](#), as they are subject to change.

Evaluation of Temporary Counselor Faculty Members

Periodic evaluation of temporary counselor faculty will be conducted by a Temporary Faculty Evaluation Committee (TFEC), with the Director of CAPS serving as the Dean. The TFEC will consist of at least two tenured faculty members elected by the tenured/tenure track faculty. "Evaluation criteria and procedures shall be made available to the temporary counselor faculty no later than 14 days after the first day of instruction of the academic term" (CBA 15.3). Periodic evaluation materials are submitted through the appropriate online platform in use by the University (Interfolio) during the spring semester of the academic year that the temporary counselor faculty is due for review.

The deadline for submission of evaluation materials is posted by the University on the Faculty Affairs website each year (for more information, see <https://www.cpp.edu/faculty-affairs/index.shtml>). Materials must be submitted as specified by University Policy 1336.

Evaluation of Temporary Counselor Faculty Holding a One-Year Appointment

Prior to receiving a three-year appointment, full-time temporary counselor faculty appointed for two semesters (including those with non-instructional assignments), regardless of a break in service, shall be evaluated at least once during the term of the appointment and may be evaluated more frequently upon the request of the faculty member or the department. In accordance with CAPS policy for all counselor faculty, student evaluations and peer reviews will be collected annually and submitted before the end of the appointment.

Materials to be Included for Annual Evaluation of Temporary Counselor Faculty

Each temporary counselor faculty member must submit a package that includes the following:

- A. An updated curriculum vitae
- B. A self-narrative including:
 - a. Your clinical approach

- b. A self-assessment including strengths and areas of growth based on evaluations, and responses to prior suggestions for improvement, if relevant.
- C. Statistical summaries of student evaluations for the year under review
 - a. Student Evaluations of Individual or couple counselor
 - b. Outreach Presenter Evaluations
 - c. Student Evaluations of Group Counselor
 - d. Student Evaluations of Workshop Facilitator
- D. Statistical summaries of peer evaluations for the year under review
 - a. Chart reviews
 - b. Peer Observation reviews
 - c. Case Presentation reviews
- E. Evaluation Form for CAPS Temporary Counselor Faculty for the year under review
- F. Supplementary documents from the year under review

Evaluation of Temporary Counselor Faculty Seeking Initial Three-Year Appointment

“After six consecutive academic years of employment (defined as at least one semester on semester campuses and two quarters on quarter campuses), counselor faculty on temporary appointments are entitled to be considered for a three-year appointment. During the sixth year, an evaluation must be performed to determine whether a counselor faculty is “satisfactory.” If the counselor faculty is found to be “satisfactory,” then the University must offer a three-year appointment. If the counselor faculty is not found to be “satisfactory,” then the University may not offer a subsequent appointment. After the initial three-year appointment, subsequent three-year appointments shall be granted following a similar evaluation process” (Counselor Faculty Handbook 2018, page 11).

“Three-year full-time appointments are not contingent upon budget or enrollment during the life of the three-year appointment. The University must usually offer the affected counselor faculty full-time work. During the three-year full-time appointment, counselor faculty have similar job protections as tenured faculty members. However, counselor faculty on three-year appointments may be denied subsequent three-year appointments based on the evaluation in the third year of their appointment or the needs of the center. While a three-year part-time appointment does not guarantee work to the counselor faculty, it does give the right to work with priority over other contingent counselor faculty” (Counselor Faculty Handbook 2018, page 11).

Materials to be Included for the Initial Three-Year Evaluation of Temporary Counselor Faculty

- A. An updated curriculum vitae
- B. A self-narrative including:
 - a. Your clinical approach
 - b. A self-assessment including strengths and areas of growth based on evaluations, and responses to prior suggestions for improvement, if relevant.

- C. Cumulative statistical summaries of student evaluations for the past 6 years
 - a. Student Evaluations of Individual or couple counselor
 - b. Outreach Presenter Evaluations
 - c. Student Evaluations of Group Counselor
 - d. Student Evaluations of Workshop Facilitator
- D. Cumulative statistical summaries of peer evaluations for the past 6 years
 - a. Chart reviews
 - b. Peer Observation reviews
 - c. Case Presentation reviews
- E. Evaluation Form for CAPS Temporary Counselor Faculty for the past 6 years
- F. Supplementary documents from the 6th year only

Evaluation of Temporary Counselor Faculty Holding Three-Year Appointments

Temporary counselor faculty holding three-year appointments shall be evaluated at least once during the term of the appointment and may be evaluated more frequently upon the request of the faculty member or the department (Policy 1336, paragraph 4). In accordance with CAPS policy for all counselor faculty, student evaluations and peer reviews will be collected each year. However, the cumulative summaries of the student evaluations and peer reviews will be created and submitted as part of the multi-year evaluation in the third year of the appointment.

Materials to be Included for the Subsequent Three-Year Evaluation of Temporary Counselor Faculty

- A. An updated curriculum vitae
- B. A self-narrative including:
 - a. Your clinical approach
 - b. A self-assessment including strengths and areas of growth based on evaluations, and responses to prior suggestions for improvement, if relevant.
- C. Cumulative statistical summaries of student evaluations for the past 3 years
 - a. Student Evaluations of Individual or couple counselor
 - b. Outreach Presenter Evaluations
 - c. Student Evaluations of Group Counselor
 - d. Student Evaluations of Workshop Facilitator
- D. Cumulative statistical summaries of peer evaluations for the past 3 years
 - a. Chart reviews
 - b. Peer Observation reviews
 - c. Case Presentation reviews (optional, at the discretion of the faculty member under review)
- E. Evaluation Form for CAPS Temporary Counselor Faculty for the past 3 years
- F. Supplementary documents from the past 3 years

Scoring Guidelines for CAPS Evaluation Instruments

Rating System for Student Evaluations	
5 = I Strongly Agree with this statement	3.0 - 5.0 = Satisfactory
4 = I Agree with this statement	
3 = I am Neutral with regard to this area	
2 = I Disagree with this statement	1.0 - 2.9 = Unsatisfactory
1 = I Strongly Disagree with this statement	
n/a = This Does Not Apply to my experience	

Rating System for Case Presentation, Peer Evaluation	
Exceeds Expectations = Reflects superior, extraordinary performance; counselor is advanced and exceptionally proficient	2.5 - 3.0 = Satisfactory
Meets Expectations = Reflects satisfactory performance; counselor is fully competent and proficient	1.5 - 2.4 = Satisfactory
Below Expectations = Reflects less than satisfactory performance; counselor's work needs improvement	1.0 - 1.4 = Unsatisfactory
Not Applicable/ Unable to Evaluate = This area of clinical work was not applicable to the case presented/ I did not observe this counselor's work in this area	

Note: Numerical ratings are rounded to the first decimal place.

Rating System for Chart Reviews

The chart review evaluation is "Unsatisfactory" if one or both of the following criteria are met:

- 1) The total number of "No" ratings across all reviews is equal to or greater than 3.
- 2) Both raters for the same chart rate the same item "No" (i.e., interrater consensus).

If neither of the above criteria are met, then the chart review evaluation is deemed "Satisfactory."