

# EXHIBIT D.3.C – FORM FT-2C, OBSERVATION REPORT FORM FULL-TIME NON-INSTRUCTIONAL FACULTY



## Form FT-2C Observation Report Form Full-Time Non-Instructional Faculty

Name of Person Being Evaluated:		Evaluator:
Time:	Date:	Modality:

### PERFORMANCE INDICATORS

Area	Criterion	Exemplary	Exceeds expectations	Satisfactory	Needs improvement	Unsatisfactory	Did not observe
1. Performance of Assignment	a. Listens well and helps students identify obstacles and personal issues that are impediments to goal attainment.						
	b. Facilitates goal attainment by helping students to design an educational plan/individual action plan and by providing ongoing motivational support when appropriate.						
	c. Researches questions brought by students and assists with effective resolution or directs students to appropriate sources of information/assistance when advisable.						
	d. Keeps current with District classes, programs, and resources for students as well as District policies and procedures affecting students.						
	e. Keeps current with programs and policies of receiving institutions to which students transfer.						
	f. Communicates and engages across disciplines within the academic community to foster collaboration with classroom faculty to support students.						
	g. Uses technological resources to advise students, to maintain case notes, to keep colleagues informed and to keep abreast of new information impacting students.						
	h. Assists students with setting goals including academic and career goals.						
2. Professionalism / Professional Responsibilities	a. Demonstrates professional communication and a collaborative approach to working with peers, staff, learners, supervisors, and the public.						
	b. Develops and uses appropriate counseling materials and resources that are in alignment with College and District academic standards, degree and certificate requirements, and transfer/career planning.						
	c. Timely completion of educational plans, petitions, advising support, and other student needs during appointment session and through follow-up communication as appropriate to the assignment.						
	d. Participates in professional responsibilities and other internal and external professional activities that further the						

	image and growth of the college (e.g., participation on college committees, program review, student activity advisement, etcetera) (Refer to FAYCCD CBA Article 7.1.5).						
	e. Holds office hours as planned, keeps appointments, and adequately prepares for meetings with all stakeholders.						
3. Professional Growth	a. Leverages professional obligation time to further excellence in work assignments.						
	b. Maintains current knowledge in the field while innovating or adopting new educational methods into practice.						
	c. Demonstrates understanding of YCCD Diversity, Equity, Inclusion, and Accessibility (DEIA) and anti-racist competencies through self-evaluation. <input type="checkbox"/> Shows Proficiency <input type="checkbox"/> Needs Improvement						

### WRITTEN COMMENTS / RECOMMENDATIONS

### OVERALL EVALUATION

☐ Exemplary
 ☐ Exceeds Expectations
 ☐ Satisfactory
 ☐ Needs Improvement
 ☐ Unsatisfactory

## CHECKLIST OF ENCLOSED DOCUMENTS

☐ Syllabus                      ☐ Student Survey Data                      ☐ Additional Comment Sheet (if applicable)

## SIGNATURES

**The above evaluation represents my best professional judgment:**

Evaluator Signature:

Date:

**I have had the opportunity to read this report and discuss it with the evaluator. I recognize that I have the right to write comments regarding this evaluation and to carry out any additional self-evaluation that I wish to include.**

Faculty Member Signature:

Date: