

PERALTA COMMUNITY COLLEGE DISTRICT
DSPS / EOPS COORDINATOR -- FACULTY OBSERVATION FORM

DSPS / EOPS COORDINATOR:

College	Semester	Acad. Yr.
Name of Observer		Date

Appropriate input regarding the Evaluatee is encouraged through the appropriate representatives on the Committee. Individuals wishing to participate in the evaluation process should have direct knowledge of the Coordinator=s skills (e.g. have worked with or observed the Coordinator in committee work, department meetings, student contact, public contact, etc.).

1) The DSPS / EOPS Coordinator demonstrates responsibility and accountability for day-to-day operation of DSPS / EOPS.

Comments:

2) The DSPS / EOPS Coordinator makes timely, effective decisions about provision of services, budget, employment of DSPS / EOPS personnel.

Comments:

3) The DSPS / EOPS Coordinator effectively coordinates activities of DSPS / EOPS personnel holding them accountable for their assigned/professional responsibilities.

Comments:

4) The DSPS / EOPS Coordinator communicates effectively (both oral and written).

Comments:

5) The DSPS / EOPS Coordinator demonstrates leadership qualities in DSPS / EOPS activities on and off campus.

Comments:

- 6) **The DSPS / EOPS Coordinator demonstrates sensitivity to diversity of staff and students (including ethnicity, gender, disability, religion, age, sexual orientation).**
Comments:
- 7) **The DSPS / EOPS Coordinator encourages an environment conducive to collegiality.**
Comments:
- 8) **The DSPS / EOPS Coordinator demonstrates knowledge specific to the operations of college programs for students with disabilities and/or students with educational/ financial disadvantage.**
Comments:
- 9) **The DSPS / EOPS Coordinator maintains currency in the field of postsecondary education of persons with disabilities and/or persons with educational/financial disadvantages.**
Comments:

COMMENTS:

Overall performance rating:

Superior	<i>surpasses requirements; exceeds expectations</i>
Satisfactory	<i>meets all standards of excellence as described in the policy</i>
Below Standards	<i>does not consistently meet requirements</i>
Unsatisfactory	<i>does not meet requirements; ineffective</i>

Observer:

Date:

Evaluee:

Date:

The evaluatee's signature on this form does not constitute acceptance of this evaluation. The evaluatee has the right to append their own written comments.