

PORTFOLIO REVIEW FORM ACADEMIC COUNSELOR

College: _____

Division: _____

Academic year of evaluation _____

Semester: _____

Name of evaluatee: _____

Please note that portfolios may be submitted in hard copy or as a PDF in a well-organized, comprehensible, and succinct manner and should include materials from both onsite and online counseling.

- key information handouts
- representative projects (e.g., workshops, tutorials, etc.)
- evidence of professional development activities.
- evidence of feedback from constituency (e.g., emails, surveys, etc.). (Optional)
- statement of philosophy. (Optional)
- other information the evaluatee feels should be included to adequately describe the strategies employed in his or her job responsibilities. (Optional)

OVERALL PORTFOLIO RATING

- Exceeds Expectations
- Meets Expectations
- Needs Improvement (Refer to Appendix G)
- Unsatisfactory (Refer to Appendix G)

EVALUATOR FINAL COMMENTS:

I have met with the evaluatee and discussed the evaluatee's portfolio

Signed: _____ Date: _____
Evaluator

EVALUEE'S FINAL COMMENTS

I have met with the evaluator and discussed my portfolio.

Signed: _____ Date: _____
Evaluatee