

Counseling and Psychological Services Annual Evaluation Form

The CSU Classification and Qualification Standards, state law (as it relates to mental health clinicians), and the current Unit 3 CBA guide hiring of mental health clinicians. California State University Channel Islands (CI) requires the minimum qualifications of clinicians both at the time of hire and throughout their employment as outlined in SP 15-XX and SA 19.002.

Name of Counselor: _____

Name of Reviewer: _____

Classification/Title: _____

Period Covered: _____

Direct Clinical Services – (60-65%)

Per EO 1053: “The CSU expects that mental health clinicians shall spend at least 60% to 65% of their base time providing direct services, which for the purposes of this recommendation, shall include individual/group counseling, intakes, assessment, crisis intervention, and other clinical services assigned....These recommendations are not meant to supersede the terms of any collective bargaining agreement.”

Note: EO 1053 further states: “Although these recommendations establish a baseline or benchmark, adjustments to a mental health clinician’s direct clinical service expectations may be necessary to accommodate additional responsibilities, assignments, and the academic calendar.” *The following adjustments to the Direct Clinical Service requirement were agreed upon for this evaluation period:*

Narrative:

For the required element of **direct** clinical services in the period under review, the faculty member’s performance was:

_____ Satisfactory

_____ Unsatisfactory

Recommendations to ameliorate an unsatisfactory performance:

Indirect Clinical Services – (30-35%)

Indirect service is defined as time spent in aspects of counseling services ancillary to direct client contact.

Indirect Services – This category may include but are not limited to:

- Documentation of clinical work
- Staff meetings
- Clinical team meetings (e.g., Case Assignment Team - CAT)
- Committee work
- Scoring of assessment materials
- Outreach activities
- Preparation for outreach activities such as creating PowerPoint presentations
- Coordinator role-related activities such as campus-wide collaborative meetings & planning
- Training team meetings
- Review of trainees' documentation
- Supervision meetings with trainees
- Other supervision-related activities such as review of video recording
- Research-related activities (if involved in research, not required)
- Teaching-related activities (if involved in teaching, not required)
- Other duties as assigned

Narrative:

For the required element of **indirect** services in the period under review, the faculty member's performance was:

_____ Satisfactory

_____ Unsatisfactory

Recommendations to ameliorate an unsatisfactory performance:

Evaluation Summary:

_____ Satisfactory

_____ Unsatisfactory

Areas for growth and improvement:

Affirmation evaluation discussed with counselor:

Name of Counselor: _____

/s/ _____

Name of Reviewer: _____

/s/ _____