



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

**Division of Academic Affairs**

**Approved By:** Academic Senate  
May 8, 2018

**Policy Number:** SP 17-09

**Effective Date:** Fall 2018

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## **Policy on Evaluation of Temporary Counselor Faculty**

**Policy drafted by:** Faculty Affairs Committee (FAC) 2017-18: Stephen Clark and Nancy Deans (Co-Chairs), José Alamillo, Nina Clements, Neomie Congello, Hua Dai, and Chuck Weis, with input from Counseling and Psychological Services (CAPS).

**PURPOSE:** To clarify the temporary counselor faculty evaluation process and to ensure that it is consistent with Executive Order (EO) 1053, Policy on Student Mental Health, the University Policy (SA.19.002) on Student Mental Health Services, and the Unit 3 (Faculty) Collective Bargaining Agreement (CBA).

**BACKGROUND:** EO 1053, Policy on Student Mental Health, states: “Student mental health services shall be established and maintained to enhance the academic performance of matriculated students and to facilitate their retention in state-supported programs of the university. These services shall include accessible, professional mental health care; counseling, outreach and consultation programs; and educational programs and services.” Specifically, all counselor faculty, whether permanent or temporary, are charged with providing short-term individual, couples, and group counseling services, crisis intervention for those students threatening harm to self and/or others, and referral services to those whose needs are beyond the scope of basic mental health services.

### **POLICY:**

#### **Accountability:**

Vice President for Student Affairs, Associate Vice President for Student Affairs, Wellness and Athletics, Director of CAPS, and the appropriate administrator in Faculty Affairs. The Student Health Advisory Committee shall advise the University President or designee and CAPS on the scope of service, delivery, funding, and other critical issues relating to student mental health services at California State University Channel Islands (CI).

#### **Applicability:**

Temporary counselor faculty.



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### **Policy Text:**

#### **Expectations and Qualifications of Temporary Counselor Faculty at CI**

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. CI requires the following minimum qualifications of clinicians both at the time of hire and throughout their employment. As mental health clinicians, temporary counselor faculty shall provide documentation that demonstrates the following:

1. Knowledge, skills, and abilities in working with students of diverse backgrounds.
2. A thorough understanding of normative developmental issues faced by university students of various ages. Clinicians should also demonstrate the ability to work with students presenting with a wide variety of concerns.
3. A competency in providing individual and group counseling, crisis intervention, outreach and consultation, case management such as assisting with referrals, and program development. To effectively carry out these duties, mental health providers must demonstrate an ability to communicate effectively with a wide range of students, faculty, staff, and administrators.
4. Currency in relevant research and outcome-based assessment.
5. California licensure. All mental health clinicians who are currently licensed shall maintain their license. If licensed within another state or unlicensed, they shall obtain licensure in California within one year. Those who are unlicensed or possess a license within another state may provide care during the interim period of obtaining a license in California while practicing under the supervision of a licensed clinician. CAPS shall routinely check the licensure status and disciplinary actions for each mental health clinician.



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### **Evaluation Process**

The annual evaluation for temporary counselor faculty shall follow the same calendar, and the same two-stage review, as for other temporary faculty. Each counselor faculty member shall submit a one to two-page narrative on services provided since the last evaluation for inclusion in their Personnel Action File (PAF). Other documentation to be provided by each counselor for the evaluation process shall include a current job description, evidence of the fulfillment of the job requirements and the work accomplished, and any other evidence deemed appropriate by the counselor faculty employee.

The PAF shall first be reviewed by a peer-level review committee comprised of at least two tenured faculty elected by the counselor faculty of CAPS. Once the committee reviews the PAF, the committee shall provide a written evaluation. The temporary counselor faculty under review will then have ten (10) days to respond or to request a meeting. The second and final stage of the review shall be conducted by the Director of CAPS. Upon receipt of the Director's evaluation, the counselor faculty member shall have ten (10) days to respond or to request a meeting.

**Formation of the peer-level review committee.** The appropriate administrator in Faculty Affairs will work in coordination with the Director of CAPS to identify knowledgeable tenured faculty to serve as potential evaluators. Each academic year, the CAPS faculty shall elect a peer-level review committee from these identified faculty.

### **APPENDIX:**

Counseling and Psychological Services Annual Evaluation Form