

APPENDIX C
EVALUATION OF DEPARTMENT CHAIR
BY ASSOCIATE PROVOST FOR ACADEMIC AFFAIRS

____ Name _____ Rank _____ Year Attained

____ Department _____ Contract Status _____ Year Attained

Directions: The Associate Provost for Academic Affairs is responsible for completing this evaluation in accordance with Handbook policies. Place letter value * in each blank, then circle overall evaluation for the area.

1. Teaching Effectiveness

Overall Evaluation (circle one)

Exemplary Meritorious Satisfactory Needs Improvement

Summary of Other Evaluations

____ Peer reviews (N = ____)

____ Student evaluations

____ Peer Recognition Committee (if applicable)

____ Department-wide comparison

APAA's Evaluation

____ Classroom observations	____ Appropriate use of technology
____ Course organization, management	____ Ensures academic integrity
____ Stimulating, active learning environment	____ Review and revise instructional strategies
____ Academic quality, standards, rigor	____ Availability to students outside of class
____ Currency within discipline	____ Contributes positively to departmental goals
____ Incorporation of written and oral communication	____ Respectful interactions with students
____ Evaluation of student performance	____ Willingness to accept duties as appropriate
____ Course syllabi aligned with program goals	____ Resolves interpersonal conflict appropriately

Comments:

2. Scholarly or Creative Activity

Overall Evaluation (circle one)

Exemplary Meritorious Satisfactory Needs Improvement

Summary of Other Evaluations

____ Peer reviews (N = ____)

____ Peer Recognition Committee (if applicable)

Department Chair's Evaluation

____ Possesses terminal degree (M or NI only)

____ Contributes positively towards departmental goals

____ If no (NI), progress toward degree

____ Respectful interactions with colleagues

____ Scholarly/creative activities (See IV.B.2.)

____ Willingness to accept duties as appropriate

____ Currency (knowledge/skills) in discipline

____ Resolves interpersonal conflict appropriately

____ Application for extramural funding

____ Other

Comments:

3. Professional Service

Overall Evaluation (circle one)

Exemplary Meritorious Satisfactory Needs Improvement

Summary of Other Evaluations

____ Peer reviews (N = ____)

____ Peer Recognition Committee (if applicable)

Department Chair's Evaluation

____ College service

____ Student advising

____ Departmental service

____ Supervision of student teachers

____ Professionally relevant community service

____ Professional consultation

____ Service to professional discipline

____ Contributes positively towards departmental goals

____ P-12 Service

____ Respectful interactions with colleagues

____ Student recruitment and retention

____ Willingness to accept duties as appropriate

____ Student organization sponsor/supervisor

____ Resolves interpersonal conflict appropriately

Comments:

4. LEADERSHIP

Overall Evaluation: (circle one)

Exemplary

Meritorious

Satisfactory

Needs Improvement

___ Establishes academic assessment, learning outcomes, and vision

___ Demonstrates short and long range planning ability

___ Acquires and manages resources effectively

___ Exercises sound judgment when making administrative decisions

___ Provides leadership in establishing departmental philosophy

___ Appropriate delegation of responsibilities

___ Recognizes, anticipates, and develops adequate policies and procedures to reduce future problems

___ Provides effective mentoring for new & adjunct faculty

___ Represents Department faculty, students, and programs to administration, campus, and community

___ Other (please describe)

Comments:

5. MANAGEMENT SKILLS: Human Resources

Overall Evaluation: (circle one)

Exemplary Meritorious Satisfactory Needs Improvement

- _____ Fosters collegiality and good morale among faculty, is responsive to faculty needs and concerns, and encourages faculty development opportunities
- _____ Completes and provides constructive feedback to faculty as required (observation, annual evaluations, and comprehensive evaluations)
- _____ Follows the handbook procedures (e.g. retention, tenure, promotion recommendations)
- _____ Keeps faculty well informed via department meetings and/or correspondence
- _____ Follows the rules and procedures for supervision of classified staff
- _____ Other (please describe)

Comments:

6. MANAGEMENT SKILLS: Budget, Administrative, Schedule

Overall Evaluation: Exemplary -- Meritorious -- Needs Improvement -- Not Qualified -- Not Applicable (circle one)

- _____ Prepares fall, spring, and summer schedules in accordance with established timelines and guidelines
- _____ Monitors course rotation (2-year course cycles) to ensure timely graduation
- _____ Monitors cross-discipline conflicts for the benefit of the students and with the smallest impact on departments
- _____ Works with student advising center to coordinate the assignment of advisees to department faculty
- _____ Produces accurate faculty load reports
- _____ Ensures degree plans are up to date and informs records of any changes
- _____ Ensures that the faculty provide the APAA course syllabi for the courses being taught that semester
- _____ Maintains institutional syllabi files and ensures that APAA has the most recent, accurate version
- _____ Prepares & revises catalog copy in accordance with the established timelines and guidelines
- _____ Ensures compliance with federal regulations (Equal Opportunity, Title IX, ADA, etc.)
- _____ Ensures that the faculty submit mid-term and final grades in accordance with guidelines
- _____ Ensures annual assessments are administered
- _____ Coordinates program data accumulation & reporting (annual)
- _____ Engages in ten-year accreditation self-study (national)

_____ Efficiently manages budgets (e.g. balances, transfers, student wages)

_____ Follows business office procedures (e.g. purchases, travel requests, contracts)

Comments:

7. MANAGEMENT SKILLS: Student Services

Overall Evaluation: (circle one)

Exemplary

Meritorious

Satisfactory

Needs Improvement

_____ Evaluates degree plans and graduation applications in accordance with established timelines and guidelines

_____ Follows procedures for late drops, withdrawals, incompletes, additions, course overloads, and independent studies

_____ Addresses student complaints appropriately and effectively

_____ Ensures that faculty meet with advisees in accordance with the intent of mandatory advising

_____ Other (please describe)

Comments:

8. PROGRAM DEVELOPMENT: Searches

Overall Evaluation: (circle one)

Exemplary

Meritorious

Satisfactory

Needs Improvement

_____ Follows search process management protocol (e.g. files, acknowledgements, correspondence)

_____ Preparation and publication of appropriate notices with regard to faculty searches

_____ Other (please describe)

Comments:

9. ACADEMIC: Curriculum

Overall Evaluation: (circle one)

Exemplary

Meritorious

Satisfactory

Needs Improvement

___ Provides leadership in course and curriculum development, revisions, and deletions

___ Conducts five-year program review (state)

___ Ensures the alignment of department mission and goals with institutions and accrediting agencies (program and institutional)

___ Other (please describe)

Comments:

10. PR/RECRUITMENT

Overall Evaluation: (circle one)

Exemplary

Meritorious

Satisfactory

Needs Improvement

___ Participates in recruitment activities

___ Promotes connections with regional schools, and holds campus events for K-12 students and community

___ Works with institutional advancement to develop posters, brochures, and web pages

___ Other (please describe)

Comments:

Overall Evaluation: (circle one)

Exemplary Meritorious Satisfactory Needs Improvement

Comments:

Signature, APAA

Date

Signature, Department Chair

Date

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- *E = Exemplary - Performance significantly exceeds the College's expectations
 - M = Meritorious - Performance exceeds the College's expectations
 - S = Satisfactory – Performance meets, but does not exceed, the College's expectations
 - NI = Needs Improvement - Performance does not meet the College's expectations
 - NQ = Not qualified to Judge

Note: Copies must be retained by the APAA for five years. All copies must be signed. Faculty member's disagreement with any part of the evaluation may be noted in writing and attached to all copies.