

APPENDIX D
EVALUATION OF DEPARTMENT CHAIR BY FACULTY

Name of Department Chair

Department

Directions: Faculty members are responsible for completing this evaluation in accordance with Handbook policies. Place letter value * in each blank, then circle overall evaluation for the area.

1. LEADERSHIP

Overall Evaluation: (Circle one)

Exemplary Meritorious Satisfactory Needs Improvement Not Qualified to judge

____ Demonstrates short and long range planning ability

____ Acquires and manages resources effectively

____ 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:

**2. MANAGEMENT SKILLS
HUMAN RESOURCES**

Overall Evaluation: (circle one)

Exemplary Meritorious Satisfactory Needs Improvement Not Qualified to judge

____ 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

____ Other (Please describe)

Comments:

3. BUDGET/ADMINISTRATIVE/SCHEDULE

Overall Evaluation: (circle one)

Exemplary Meritorious Satisfactory Needs Improvement Not Qualified to judge

____ Insures that facilities, supplies and equipment are available and well maintained

____ 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

____ Produces accurate faculty load reports

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

____ Other (Please describe)

Comments:

4. STUDENT SERVICES

Overall Evaluation: (circle one)

Exemplary Meritorious Satisfactory Needs Improvement Not Qualified to judge

____ Addresses student complaints, appropriately

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

____ Other (please describe)

Comments:

5. ACADEMIC PROGRAM & CURRICULUM DEVELOPMENT

Overall Evaluation: (circle one)

Exemplary Meritorious Satisfactory Needs Improvement Not Qualified to judge

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

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

____ Other (please describe)

Comments:

6. PR/RECRUITMENT

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

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

____ Other (please describe)

Comments:

*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 - Not Qualified to Judge