

EVALUATION OF DEPARTMENT CHAIR/CDC DIRECTOR/NURSING DIRECTOR

Name of Chair/Director: _____ Assignment/Department: _____

Article 17, Section C defines the reassigned time granted so that the Department Chair is able to fulfill responsibilities assigned by the appropriate administrator and conduct departmental business whether or not the Chair is entitled to receive reassigned time. A Department Chair's responsibilities are described in full in Article 17, section D. In particular, section D.4 states: At the beginning of each academic year, each Department Chair shall, in consultation with his or her departmental colleagues and the appropriate Vice President or his or her designee, establish annual goals for the Department. Any evaluation of a Department Chair under Article 19 shall review both the Chair's fulfillment of the responsibilities of the Department Chair assignment, and his or her contribution towards the attainment of or progress toward achieving those goals.

Article 19, sections K through M define the process for the Evaluation of Department Chairs as follows:

K. During a faculty member's service as a Department Chair, his or her performance of the Department Chair's duties and responsibilities shall be evaluated at the end of his or her first year of service as Department Chair and at least once every other academic year thereafter.

L. The evaluation of a Department Chair shall be conducted in the same manner as an administrative evaluation with the following modifications:

1. In place of the list of individuals specified in Section I.1, the Vice President or his or her designee shall solicit information about the Department Chair's performance of his or her duties and responsibilities as chair from appropriate faculty and staff in the department, as well as any others the Vice President or his or her designee believes should have relevant information the faculty member's performance as Department Chair.

2. Rather than recording the evaluation on an administrative evaluation form, the Vice President or his or her designee shall record the evaluation on the Department Chair Evaluation Form (see Appendix C).

M. The evaluation of a Department Chair is a specialized evaluation that is separate from and in addition to the normal evaluation of the Department Chair as a faculty member.

Steps to completing the Department Chair evaluation process:

- Schedule a time to meet with your supervisor during your second semester of service as Department Chair and at least once every other academic year thereafter.

Provide your supervisor with:

- A copy of your department's annual goals statement from the previous year and attach an update about the status of each goal.
- A copy of the proposed annual goals statement for the next year.
- Any suggested data sources to assist with the evaluation categories as stated in sections A and B of this form.

EVALUATION OF FACULTY EOPS OR DSPS DIRECTOR

A. PROFESSIONAL QUALITIES			
	Exceeds Expectations	Meets Expectations	Needs Improvement
Professionalism			
1. Interacts or communicates with peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Accepts constructive criticism well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Maintains adequate and appropriate records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Submits required information on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Attends required meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is regularly available to students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Contributions			
7. Makes appropriate contributions to the discipline/department and assumes an appropriate share of faculty responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Makes appropriate contributions to the college by serving effectively on committees, projects, special assignments, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As provided for in Article 19, section L.1, describe data and sources used to assess performance on these qualities (Goals set by department, input from department faculty and others, any additional sources):			
Narrative assessment:			
Areas where performance exceeds expectations or where improved performance is needed:			

EVALUATION OF FACULTY EOPS OR DSPS DIRECTOR (continued)

B. KNOWLEDGE, SKILL, AND ABILITY AS FACULTY EOPS OR DSPS DIRECTOR		Exceeds Expectations	Meets Expectations	Needs Improvement
9.	Demonstrates knowledge of area of responsibility including current trends, laws and regulations as related to the program and the position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Understands the requirements, services, and recruitment needs of the student population and program vitality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Communicates clearly and effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Provides needed services to eligible students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Understands budget matters relevant to the position that include preparing budgets, monitoring expenses and communicating budget concerns in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Demonstrates sensitivity in working with and meeting the needs of a diverse student population and campus community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Is available to students in the program and is responsive to their concerns in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Maintains regular work schedule and office hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Recruits, hires, evaluates, and assigns faculty, classified staff, and student workers effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Involves relevant faculty members in program decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Maintains accurate records and submits reports in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Effectively plans and implements programs and services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Effectively promotes the program and helps recruit students from diverse backgrounds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Provides leadership and organizational support for faculty, staff, and students in the program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Achieves measurable program success.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	Effectively and appropriately responds to challenges requiring immediate attention.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	Acts decisively and takes responsibility for outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.	Develops and maintains working relationships with all constituencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.	Maintains professional standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	Consults with administration and any other departments when needed concerning program issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.	Participates in professional growth activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30.	Makes appropriate contributions to the department and to the college while keeping the implementation of the program as the top priority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.	Accepts constructive criticism.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EVALUATION OF FACULTY EOPS OR DSPS DIRECTOR (continued)

C. Overall Evaluation

Satisfactory

Needs to improve

Unsatisfactory

D. Commendations/Recommendations (may attach additional sheet)

Supervisor

Date

I have received a copy of this report but my signature does not necessarily indicate my agreement. I understand that any written statement I forward to the Division of Human Resources regarding this report will be attached to the copy, which is filed there.

Faculty Member

Date