

Department Chair Evaluations

Department Chair:

Date:

Evaluation Orientation:

Work Locations:

Department Chair Review:

Performance Rating - The overall evaluation will be rated meets/exceeds expectations, needs improvement, or unsatisfactory. A rating of needs improvement must be accompanied by written recommendations for improvement, goals, and timeline to meet goals. Another evaluation will take place the following semester to document improvement. A rating of unsatisfactory may result in the removal of department chair duties from the Unit Member.

Recruit part-time faculty:

Coordinate evaluation of part-time faculty:

Facilitate joint hiring proposal with department:

Coordinate with dean to schedule the spring, fall, and summer classes at all MSJC sites and order textbooks for these classes:

Coordinate with departmental faculty to staff class offerings:

Coordinate development and revision of departmental curriculum:

Coordinate assessment of CLOs and revision of learning outcomes:

Coordinates writing the program review:

Coordinate submission of RAPs:

Be available to assist newly hired faculty with orientation activities:

Approve professional development activities for part-time faculty:

Receive and participate in process as appropriate for student grievances, complaints:

Choose an item.

As appropriate, assign work tasks to employees, both faculty and classified. The latter includes but is not limited to Instructional Aides/ Associates as well as those performing clerical functions:

Choose an item.

Commendations /
Recommendations

The evaluation of a department chair shall be conducted by the supervising administrator or designee and shall consist of Chair Evaluation Form being distributed to all full-time and part-time faculty within the departments overseen by the chair. The faculty within the department(s) shall be given ten (10) working days to complete the form and return to the supervising administrator or designee. The supervising administrator or designee shall record the evaluation results and meet with the department chair to discuss. Upon review of the results of the Chair Evaluation form the department chair may submit written comments on the evaluation within ten (10) working days, which will be appended to the evaluation.

Supervising Administrator:

Supervising
Administrator Signature

Date: