

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 their departmental colleagues and the appropriate Vice President or their 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 their contribution towards the attainment of or progress toward achieving those goals.

Article 19 Section D defines the process for the Evaluation of Department Chairs as follows:

D. Evaluation of Department Chairs

1. During a faculty member's service as a department chair, their performance of the department chair's duties and responsibilities shall be evaluated at the end of their first year of service as department chair and at least once every other academic year thereafter.
2. The evaluation of a department chair shall be conducted by the appropriate vice president or designee in the following manner:
 - a. The appropriate vice president or designee shall solicit information about the department chair's performance of their duties and responsibilities as chair. The Evaluation of Department Chair/ CDC Director/Nursing Director Form found in Appendix C shall be distributed to the faculty and staff in the evaluatee's department as well as any others the vice president or designee believes should have relevant information about the evaluatee's performance as Department Chair. Faculty shall have ten (10) working days to return the forms to the appropriate vice president or designee.
 - b. The vice president or designee shall record the evaluation results on the Department Chair/CDC Director/Nursing Director Form (see Appendix C).
 - c. The department chair may submit written comments on the evaluation within ten (10) working days, which will be appended to the evaluation.
3. 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.

APPENDIX C – SECTION II

A. PROFESSIONAL QUALITIES		
	Meets/Exceeds Expectations	Needs Improvement
Professionalism		
1. Interacts or communicates with peers	<input type="checkbox"/>	<input type="checkbox"/>
2. Accepts constructive criticism well	<input type="checkbox"/>	<input type="checkbox"/>
3. Maintains adequate and appropriate records	<input type="checkbox"/>	<input type="checkbox"/>
4. Submits required information on time	<input type="checkbox"/>	<input type="checkbox"/>
5. Attends required meetings	<input type="checkbox"/>	<input type="checkbox"/>
6. Is regularly available to students	<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"/>
8. Makes appropriate contributions to the college by serving effectively on committees, projects, special assignments, etc.	<input type="checkbox"/>	<input type="checkbox"/>
As provided for in Article 19.D.2.a, 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:		

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B. KNOWLEDGE, SKILL, AND ABILITY AS A DEPARTMENT CHAIR/DIRECTOR CDC/NURSING DIRECTOR		
	Meets/Exceeds Expectations	Needs Improvement
9. Demonstrates understanding of budget matters including preparing budgets and monitoring expenses	<input type="checkbox"/>	<input type="checkbox"/>
10. Demonstrates knowledge of district, college, and contractual requirements in scheduling, staffing, revising programs, and developing new programs and courses as appropriate	<input type="checkbox"/>	<input type="checkbox"/>
11. Consults with administration and with other departments as needed	<input type="checkbox"/>	<input type="checkbox"/>
12. Recruits, hires, evaluates, and assigns faculty, classified workers, and student workers effectively	<input type="checkbox"/>	<input type="checkbox"/>
13. Communicates clearly, concisely, and effectively	<input type="checkbox"/>	<input type="checkbox"/>
14. Is available to students who enroll in the department's courses and is responsive to their concerns	<input type="checkbox"/>	<input type="checkbox"/>
15. Involves faculty members in department decisions	<input type="checkbox"/>	<input type="checkbox"/>
16. Maintains professional standards	<input type="checkbox"/>	<input type="checkbox"/>
17. Is regularly available on campus	<input type="checkbox"/>	<input type="checkbox"/>
18. Maintains required department records and submits department paperwork in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>
19. Functions effectively with a minimum of supervision	<input type="checkbox"/>	<input type="checkbox"/>
20. Demonstrates sensitivity in working with students, faculty, and staff with diverse backgrounds and needs	<input type="checkbox"/>	<input type="checkbox"/>
As provided for in Article 19.D.2.a, 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:		

APPENDIX C – SECTION II

Areas where performance exceeds expectations or where improved performance is needed:

C. Overall Evaluation ☐ Meets/Exceeds Expectation ☐ Needs to improve ☐ Unsatisfactory

D. Commendations/Recommendations (may attach additional sheet)

Appropriate Vice President or Designee

Date

I have received a copy of this evaluation, but my signature does not necessarily indicate my agreement. I understand that I have ten (10) working days from the date of this report to have a written statement attached to this evaluation before it is sent to my personnel file in the Human Resources Division.

Director

Date