

CHAIRPERSON EVALUATION
Academic Year 2015-2016

NAME: _____

DEPARTMENT: _____

SCHOOL: _____

This form provides both questions that are answered with a rating scale and a narrative. Please answer all questions completely. At the evaluation conference, responses will be discussed in detail and a final assessment will be provided in the evaluation conference memo.

Instructions: Using the scale described below, please respond to the statements provided. Written comments may also be provided.

Each area listed should be rated with one of the following:

1. Training and/or guidance needed (Effective performance can be achieved with specific training and/or additional guidance and direction)
2. Satisfied with knowledge and performance (Current performance is grounded in a good understanding of the task and is carried out in an effective and efficient manner)
3. Special achievement (Exceeds expectations and has brought imagination and creative solutions to the task)

Administrative Responsibilities:

_____ Anticipates, identifies and addresses personnel, fiscal, organizational, and programmatic issues faced by the department

_____ Effectively manages budget and staffing resources

_____ Meets requests for data and reports in a timely and complete manner

_____ Maintains departmental files and records

_____ Effectively assigns courses and arranges programs for the instructional staff members of the department

- _____ Coordinates recruitment of instructional staff in a timely manner and within the goals and objectives of the affirmative action program
- _____ Insures that classroom observations and post observation conference are complete and conducted in a timely manner
- _____ Is responsive to the needs and concerns of colleagues
- _____ Is responsive to the needs and concerns of students
- _____ Is responsive to the needs and concerns of the public, including accrediting and other outside agencies
- _____ Functions as an effective and responsible member of the College administrative team

Leadership and Guidance:

- _____ Articulates a clear definition of the mission of the department and coordinates departmental resources to carry out the mission
- _____ Encourages and facilitates an atmosphere of collegiality among departmental members
- _____ Encourages and facilitates scholarly achievement by departmental members
- _____ Aids the instructional staff in the development of leadership skills
- _____ Provides substantive annual evaluations with clear guidance and suggestions for areas of improvement
- _____ Provides leadership at the departmental, divisional and College personnel and budget committees
- _____ Initiates methods of providing effective guidance to instructional staff members in the department, including innovative methods of supervising the professional performance of untenured or uncertified instructional staff members
- _____ Maintains the curriculum and initiates curriculum development designed to attract and retain students
- _____ Responds objectively to criticism and ideas of colleagues

- _____ Effectively advocates for faculty and departmental needs
- _____ Demonstrates good judgment and resourcefulness in making decisions
- _____ Accepts responsibility for the consequences of decisions

Departmental Goals:

- _____ Develops and supports departmental and college programs in concert with the strategic goals and objectives
- _____ Provides leadership for extramural funding for faculty and department objectives
- _____ Encourages and guides the development of new curricula
- _____ Supports and implements pedagogical innovation
- _____ Adopts innovative methods to acquire new materials and/or equipment
- _____ Encourages faculty to apply for conference participation, fellowship awards or grants

NARRATIVE

1. Specify your goals as chairperson for the coming year.

2. Specify any professional development goals, such as training, conference participation, or career development activities for the coming year.

EVALUATION CONFERENCE MEMORANDUM: To completed by the Dean and the Provost & Senior Vice President after the evaluation conference.

SCHOOL DEAN

School Dean

Date

PROVOST AND SENIOR VICE PRESIDENT FOR ACADEMIC AFFAIRS

Provost and Vice President of Academic Affairs

Date

This is to acknowledge receipt of the Evaluation Conference Memorandum

Chairperson

Date