

The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the **hand** tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.



DEPARTMENT CHAIR EVALUATION

Department chair's name _____ Date _____

(Please put comments on the back of this form.)

CATEGORY	EXCEEDS MY EXPECTATIONS	MEETS MY EXPECTATIONS	BELOW MY EXPECTATIONS (requires comment)	NOT OBSERVED/ NOT APPLICABLE
Scheduling Coordinate the schedules submitted by the department members and develop a proposed schedule for the department; review the proposed schedule with department members and with the appropriate administrator; submit final schedule to the appropriate administrator for approval; assist in coordinating class schedules with other departments for support classes; inform the department of any revisions to the schedule prior to publication				
Budget coordinate gathering and communication of faculty input into the departmental budget development process; disseminate information provided by the appropriate administrator regarding ongoing budget maintenance to departmental faculty				
Adjunct Faculty coordinate the employment of adjunct and hourly academic employees; facilitate, along with other full-time, tenured (if possible) divisional faculty, the evaluation of adjunct and hourly academic employees, to include observation, student evaluation, and performance appraisal as appropriate				
Equipment assist in establishing and maintaining a department equipment replacement schedule, when appropriate				
Meetings call and conduct a minimum of two (2) departmental meetings per quarter; communicate the dates in advance to the appropriate administrator and department members. Attend meetings as scheduled by the appropriate administrator. Request additional meetings as the need arises.				
Textbooks coordinate and submit to the Bookstore, within the textbook policy guidelines, all textbooks used for courses taught within the department and submit book orders by the designated date				
Educational Integrity provide ongoing evaluation of the department's offerings and stay informed of programs within the department; stay familiar, where appropriate, with advisory committee issues through either meeting attendance, committee minutes review or other means; facilitate departmental faculty in establishing and maintaining realistic educational standards, maintaining course content guides for courses offered in the department, becoming involved in curriculum evaluation and revision, seeking student opinion concerning the department; monitor prerequisites to ensure proper placement and consider related student appeals.				
Student Issues Serve as the first line of appeal for resolving conflicts between students and faculty, where appropriate, refer the student to the faculty member to discuss instructional complaints/ issues; advise students regarding the appropriate venue/process for complaints involving harassment, discrimination and/or similar complaints; refer complaints to the dean when, in the chair's best judgment, it is appropriate to do so.				
Program Coordination consider and evaluate off-campus credit for transfer courses which parallel courses within their departments; coordinate on-the-job college schedules				
Information Dissemination promptly disseminate information received from administration to all members of the department, including faculty development opportunities				
Department Representation develops, writes and submits justifications for department-related issues including affiliated stipends, rewards and awards, position allocation, sabbatical requests, outcomes funding and related issues				

Department Chair Evaluation (continued)

Additional comments: