

I. Evaluation Information	
Evaluatee	Position
Evaluated by	Semester/Year

II. Directions
 Review the following items as outlined in the faculty chair job description.

Rate the performance of the evaluatee in meeting these responsibilities by checking the applicable box: *Not applicable, Meets or exceeds expectations, Needs improvement, or Does not meet requirement.*

Additional information may be provided in the *Comments* box below.

A. Educational Leadership Responsibilities Those relating to supporting the faculty and staff in order to develop positive morale, encourage support of the institution, and promote excellence in programs.	Not applicable	Meets or exceeds expectations	Needs improvement	Does not meet requirement
Assume leadership role in program evaluation and improvement of programs and services in meeting the needs of students, faculty, staff, and the community.				
Assist supervising administrator in projects related to instruction.				
Maintain high morale in faculty in division through positive leadership and shared governance.				
Work with faculty and/or program coordinators to ensure programs are state-of-the-art, current, and relevant.				
Participate as team member in all general activities related to total instructional mission.				
Work with program coordinator to coordinate program advisory committees, attend all advisory committee meetings and make suggestion for improvement.				
B. General Administrative Responsibilities Those pertaining to maintaining and improving the relationships of the division or college with its specific public or with the general public. The division chair/division dean works with faculty and staff, where appropriate to:	Not applicable	Meets or exceeds expectations	Needs improvement	Does not meet requirement
Implement college philosophy, policies, and collective bargaining agreements.				
Develop and evaluate division goals and objectives.				
Administer the division.				
Work with relevant community employers and organizations, when appropriate.				
Prepare division reports and other paperwork.				
Work with director of community relations to prepare and maintain public relations programs.				

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Participate in community service projects, when appropriate.				
Plan and conduct division meetings.				
Evaluate college policies, philosophy, and contract in order to recommend needed changes.				
Whenever possible, resolve conflicts for division faculty, staff, and students; refer as appropriate.				
C. Faculty- and Staff-Oriented Responsibilities Those pertaining to the appointment, supervision, development evaluation, or dismissal of any faculty or staff in the division.	Not applicable	Meets or exceeds expectations	Needs improvement	Does not meet requirement
Assign faculty to teaching schedules with authority to meet contract and district goals.				
Implement in-service training.				
Encourage professional growth.				
Provide liaison between program coordinators, faculty, staff, and administration.				
Recruit, screen, and interview prospective faculty and staff (full- and part-time).				
Participate in appropriate process for promotion, tenure, and dismissal.				
Evaluate faculty and staff performance and make appropriate recommendations as per guidelines.				
Involve faculty and staff in decision-making process for division.				
Provide orientation for new faculty and staff (full- and part-time).				
Recruit and maintain list of approved substitutes.				
D. Business and Financial Responsibilities Those required for the financial management of the office: administering allotments, revising budgets, keeping records, and initiating/approving requests.	Not applicable	Meets or exceeds expectations	Needs improvement	Does not meet requirement
Prepare budget.				
Maintain equipment inventory and coordinate repair and replacement.				
Seek and administer outside funds, when appropriate.				
Approve all division expenditures; including trust funds.				
Develop specifications and bid lists for equipment and supplies.				
Prepare purchase orders and monitor program expenditures.				
Approve absence, mileage, conference, field trip, and other forms.				

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Supervise box office operations as appropriate.				
E. Student-Oriented Responsibilities Those involving non-teaching contact with students for such purposes as advising and assisting with educational career objectives.	Not applicable	Meets or exceeds expectations	Needs improvement	Does not meet requirement
Advise and counsel students.				
Promote student groups.				
Recruit students.				
Facilitate job placement and transfer efforts for division, as needed.				

III. Commendations	
IV. Recommendations	
VII. Signatures <i>Print name and sign</i>	
Evaluatee	Date
Evaluator	Date
VP, Academic Affairs	Date