

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.

Core Duties	Not applicable	Meets or exceeds expectations	Needs improvement	Does not meet requirement
Ensures that those who affected by a decision have an opportunity to participate in the decision or are informed that a decision is being made.				
Facilitates professional engagement and staff development.				
Promotes a positive working environment.				
Faces problems directly and assumes responsibility for resolving those problems.				
Participates in systematic decision-making that involves planning, organizing, and evaluating variables.				
Demonstrates personal commitment to the institution not just to the area in which he/she operates.				
Maintains a cooperative atmosphere in working with others.				
Makes decisions in an impartial and consistent manner and after consultation with appropriate parties.				
Treats colleagues with respect.				
Shows an awareness of the points of views of others.				
Demonstrates the necessary skills in written and verbal communication that the position requires.				
Responds promptly to requests for information/assistance.				
Sets high personal and professional standards for self and others.				
Is generally accessible to staff to discuss division business and issues.				

**III. Comments/Other Information**

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