

I. Evaluation Information	
Evaluatee	Position
Evaluated by	Semester/Year

**II. Directions**  
 Review the following items as outlined in the Department/Program Coordinator job description (attached).  
  
 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
Consults and participates in schedule building for the area, including section offerings and staffing				
Meets with area faculty as necessary				
Addresses and processes student complaints; refers matters to supervising administrator as appropriate				
Assists with fiscal and human resources requirements (budgeting, timecards, employee requisitions, etc.)				
Coordinates program review for the area				
Attends to applicable safety issues				
Coordinates activities and outreach with other departments/services on and off campus				
Coordinates procurement of teaching resources for the program				
Advises students on program, degree, or certificate requirements				
Oversees Student Learning Outcomes assessment				
Coordinates development of web and printed material pertaining to area of discipline				
Maintains adequate adjunct faculty pools and coordinates hiring process for adjunct faculty				
Facilitates evaluation of adjunct faculty				
Reviews faculty syllabi to ensure consistency with Course Outline of Record				
Coordinates curriculum development and articulation as appropriate				

<b>III. Performance of Department/Program Specific Duties</b>	
<b>IV. Summary of Peer Evaluations</b>	
<b>V. Commendations</b>	
<b>VI. Recommendations</b>	
<b>VII. Signatures</b> <i>Print name and sign</i>	
Evaluee	Date
Evaluator	Date
VP, Academic Affairs	Date