



Department Chair Performance Appraisal

Faculty: _____ Supervisor: _____

Faculty Discipline/Dept: _____ Appraisal Period: _____ to _____

Rating Categories and Comments-- The definitions of rating categories are listed below:

- Meets Expectations:* Consistently **meets** the standards of the job duties/responsibilities.
- Needs Improvement:* Consistently **does not meet** the standards of the job duties/responsibilities.
 Improvement is **required**.
- Unsatisfactory:* Performance level is **unacceptable**.

Item	Description	Rating			
		ME	NI	U	NA
Class Scheduling	Formulates class schedules, in collaboration with Associate Dean and/or Dean, using the established guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Assists in the coordination and formulation of new programs and curricula.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjunct Assignment	Assigns classes to adjunct faculty in collaboration with the Associate Dean and/or Dean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Recommends to Associate Dean and/or Dean need for instructional substitutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Maintains responsibility for adjunct work schedules, course outlines, syllabi, and other personnel forms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjunct Observation	Establishes department mentoring for new adjuncts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Conducts instructional observations of adjunct faculty and submits a written assessment to the Associate Dean. If needed, provides an improvement plan to remediate any areas needing additional focus identified through classroom observations and other methods of evaluation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Textbook Adoption	Prepares textbook adoptions and all disciplines or program texts and supplemental materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Advising/Issue Resolution	Participates and coordinates the advising and counseling of students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Compliance	Ensures that college and department policies are followed by adjuncts pertaining to requirements for work schedules, course outlines, syllabi, final exams, and final grade submission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Department Budget	Makes recommendations for department and program budgets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Informs Associate Dean and/or Dean of needed instructional supplies and equipment and maintenance of equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
College Service	Participates in department and college-wide committees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program Accreditation/ Program Review	When applicable, helps assure compliance of program for Program Review process or external accreditation or regulatory agencies which could include, but is not limited to, program oversight, self-studies, annual reports, site visits and facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supervisor Comments:

Click here to enter text.

Faculty's Name (Please print)

Faculty's Signature Date

Supervisor's Name (Please print)

Supervisor's Signature Date

Note: *The faculty member's signature does not necessarily indicate agreement with the performance appraisal results. The signature only indicates that the performance appraisal was discussed with the employee.*

Date of Performance Appraisal Review: Click or tap to enter a date.



Faculty Member's Comments: Faculty members may make any comments here within fourteen (14) working days after receiving this performance appraisal. All faculty members' comments will be attached to this performance appraisal and filed in the faculty member's personnel file. Attach additional sheets if necessary.

Click here to enter text.