

XX-1 DEPARTMENT CHAIR/CURRICULUM COORDINATOR (PROGRAM) EVALUATION FORM

Name of Department Chair/Curriculum Coordinator Being Evaluated:

Date: _____

Directions: The evaluations by unit members shall be used for the sole purpose of the recommendation to appoint/non-reappoint the Department Chair. The evaluation of the Department Chair/Program Coordinator shall include the evaluation by each unit member within the work area/program. If the question does not apply, write "not applicable."

1. Does the Department Chair (Program) assist in the recruitment and orientation of new instructional staff and if yes, how effectively?

2. Does the Department Chair (Program) advise in the instructional competency of all applicants for vacant positions after consultation with members of the program unit and if yes, how effectively?

3. Does the Department Chair (Program) submit the preferred subject matter preparation and class schedule of unit members within the Department Chair's program consistent with Article XXI and if yes, how effectively?

4. Does the Department Chair (Program) supervise the development of instructional materials and assist in conducting research on the effectiveness of the instructional program consistent with the philosophy and objectives of the College, the requirements of external and/or regulatory agencies and Article VII and if yes, how effectively?

5. Does the Department Chair (Program) assist in the implementation of the evaluation process as stated in Article XIII relative to:
 - a. The process of evaluation of course materials and if yes, how effectively?
 - b. The process for classroom observation in a clinical or laboratory-like setting wherein the student is developing a variety of occupational and/or pre-professional skills fundamental to the students' performance after completion of designated program and if yes, how effectively?

6. Does the Department Chair (Program) encourage faculty to develop new methods of instruction and if yes, how effectively?

7. Does the Department Chair (Program) cooperate and facilitate cooperation with other program areas and/or departments, learning resources, student services and administrative services within the College and if yes, how effectively?

8. Does the Department Chair (Program) assist in the development, dissemination and implementation of Board/ College policies, regulations and procedures which affect the department/program and if yes, how effectively?

9. Are liaisons with external agencies that are essential to the implementation of the program effective and if yes, how effective?

10. Does the Department Chair (Program) convene department meetings when needed and if yes, how effectively?

Faculty Member's Comments (if any):

Tear Off

Unit Member will sign before returning to President's designee

Evaluator: _____

Date: _____

Please sign this form in the space at the bottom. Unsigned forms cannot be used. When you have completed this form and signed it, tear the signature section from the sheet along the dotted line and hand the two parts separately to the President or the President's designee who will make sure that one of the matching sequence numbers is on each part you hand in.