

**ANNUAL EVALUATION—DIVISION CHAIR**

Name of Employee: \_\_\_\_\_ Date of Employment: \_\_\_\_\_

Employee's Job Title: \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

Please use the following scale to rate employee performance of the key job description components:

5 = Exemplary = The Division Chair's performance is an example of high quality and excellent fulfillment of job responsibilities and deserves recognition.

4 = Above Average = The Division Chair's performance exceeds the terms and expectations of the job description and fulfills job responsibilities on a high level of proficiency.

3 = Average = The Division Chair's performance fully meets the terms and expectations of the job description and fulfills job responsibilities competently.

2 = Below Average = The Division Chair's performance does not fully meet the terms and expectations of the job description. Details as to deficiencies are defined under Comments. Improvement of deficiencies must be demonstrated during the next academic year.

1 = Unsatisfactory = The Division Chair's performance is not of the quality expected by the terms of the job description. Previously identified deficiencies have not been improved to a satisfactory level. Conditions for satisfactory performance identified by the VP have not been fulfilled.

0 = No Knowledge = Evaluator has no knowledge of the Division Chair's performance of this duty or this duty is not applicable to the Division Chair. Score will not be used in calculating the average rating.

JOB DESCRIPTION COMPONENTS	RATING
Participate in recruitment, admissions and advising of students and placement of graduates.  Comments:	
Evaluate faculty to assure high quality of instruction.  Comments:	

<p>Coordinate student evaluations of divisional faculty following College guidelines. Maintain evaluation results for at least five years.</p> <p>Comments:</p>	
<p>Recommend divisional teaching schedules and teaching assignments to the Vice President for Instructional Services.</p> <p>Comments:</p>	
<p>Recommend personnel needs of the division to the Vice President for Instructional Services.</p> <p>Comments:</p>	
<p>Facilitate classroom instruction within the division.</p> <p>Comments:</p>	
<p>Assist in the recruitment and selection of new divisional faculty members.</p> <p>Comments:</p>	

<p>Provide divisional orientation and training of new faculty members.</p> <p>Comments:</p>	
<p>Study and interpret all curricula in their divisions and recommend revisions to the Vice President for Instructional Services and to the Curriculum Committee of the College with the input of program faculty.</p> <p>Comments:</p>	<p style="text-align: center;"><u>RATING</u></p>
<p>Coordinate the textbook selection process with divisional faculty.</p> <p>Comments:</p>	
<p>Maintain current outlines and syllabi for each course taught and provide copies to the Vice President for Instructional Services.</p> <p>Comments:</p>	
<p>Coordinate divisional planning, evaluation, and budgetary process.</p> <p>Comments:</p>	

<p>Schedule and conduct divisional meetings and maintain minutes of meetings.</p> <p>Comments:</p>	
<p>Recommend requisition of all divisional supplies and equipment to the Vice President for Instructional Services. The Chair may delegate this responsibility to individual divisional members upon approval of the VP.</p> <p>Comments:</p>	
<p>Validate the management and upkeep of shops, studios, laboratories, and classrooms in the division.</p> <p>Comments:</p>	
<p>Assure that appropriate program faculty plan and conduct annual advisory committee meetings for each program within the division. Attend divisional program advisory committee meetings.</p> <p>Comments:</p>	
<p>Perform other duties as assigned by the Vice President for Instructional Services.</p> <p>Comments:</p>	

**NARRATIVE ASSESSMENT**

General information on job performance:

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Information on how the employee has helped the college reach its strategies and goals:

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Professional Development goals for the next year:

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Other Comments:

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\_\_\_\_\_ Continued employment is recommended.

\_\_\_\_\_ Continued employment is contingent upon improvement. See above comments.

\_\_\_\_\_ Continued employment is not recommended. See above comments.

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Signature of Evaluator

\_\_\_\_\_  
Signature of Employee