

ANNUAL EVALUATION—PROGRAM HEAD/COORDINATOR

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 faculty member's performance is an example of high quality and excellent fulfillment of job responsibilities and deserves recognition.

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

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

2 = Below Average = The faculty member'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 faculty member'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 division chair and/or Vice President for Instructional Services have not been fulfilled.

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

JOB DESCRIPTION COMPONENTS	RATING
Participate in division planning and evaluation. Comments:	
Coordinate scheduling of classes for the program or assigned area. Comments:	

<p>Request textbooks from the publisher for full-time and adjunct faculty in the program or assigned area.</p> <p>Comments:</p>	
<p>Recruit and recommend qualified adjunct faculty for the program or assigned area to the Division Chair.</p> <p>Comments:</p>	
<p>Maintain current outlines for all courses in the program or assigned area.</p> <p>Comments:</p>	
<p>Distribute textbooks and outlines to adjunct faculty in the program or assigned area.</p> <p>Comments:</p>	
<p>Provide leadership in assisting new full-time faculty in the program or assigned area.</p> <p>Comments:</p>	
<p>Act as a liaison between adjunct distance education instructors and on-line students in the program or assigned area.</p> <p>Comments:</p>	

<p>Recommend curriculum changes for the program or assigned area.</p> <p>Comments:</p>	
<p>Perform other duties as assigned by the Division Chair.</p> <p>Comments:</p>	

NARRATIVE ASSESSMENT

General information on job performance:

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

Professional Development goals for the next year:

Other Comments:

_____ Continued employment is recommended.

_____ Continued employment is contingent upon improvement. See above comments.

_____ Continued employment is not recommended. See above comments.

Signature of Evaluator

Signature of Employee