



**RANDOLPH COMMUNITY COLLEGE
PERFORMANCE EVALUATION
DEPARTMENT HEAD**

SIX-MONTH EVALUATION **ANNUAL EVALUATION**

EMPLOYEE NAME: Click here to enter text.

DATE OF EMPLOYMENT: Click here to enter text.

JOB TITLE: Click here to enter text.

EVALUATOR NAME: Click here to enter text.

DATE OF EVALUATION: Click here to enter text.

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

Note: The evaluation must mirror the job description exactly.

Exceeds Expectations – Performance exceeds the terms and expectations of the job description and employee fulfills job responsibilities at a high level of proficiency. Examples are specifically defined under comments.

Meets Expectations – Performance fully meets the terms and expectations of the job description and employee fulfills job responsibilities competently.

Does not meet Expectations – Performance does not meet the terms and expectations of the job description. Employee does not fulfill job responsibilities competently and substantial improvement is required. Deficiencies are specifically defined under Comments.

JOB DESCRIPTION COMPONENTS	RATING
PERSONNEL MANAGEMENT	
<ul style="list-style-type: none"> Recruit, interview, and recommend the appointment of faculty, full-time and adjunct, to the Division Chair and provide appropriate orientation Comments:	Choose an item.
<ul style="list-style-type: none"> Submit all hiring documents and verification of credentials for all departmental faculty Comments:	Choose an item.
<ul style="list-style-type: none"> Assist departmental faculty in course planning, instructional delivery, and classroom management Comments:	Choose an item.
<ul style="list-style-type: none"> Prepare a master schedule of course offerings each semester that meet the needs of the departmental programs and the students; assigning teaching schedules for departmental faculty within workload policy guidelines Comments:	Choose an item.
<ul style="list-style-type: none"> Supervise and evaluate the operation of all classes and departmental faculty in accordance with policy, including classroom observations Comments:	Choose an item.
<ul style="list-style-type: none"> Identify and recommend professional development needs of the departmental faculty Comments:	Choose an item.
<ul style="list-style-type: none"> Resolve student grievances with instructors and classroom management, when justified Comments:	Choose an item.

<ul style="list-style-type: none"> Facilitate the communication of departmental and/or college information to departmental faculty, full-time and adjunct, via meeting, email, etc., as needed Comments:	Choose an item.
<ul style="list-style-type: none"> Advocate and provide motivation for departmental faculty Comments:	Choose an item.
<ul style="list-style-type: none"> Communicate faculty needs to Division Chair Comments:	Choose an item.
<ul style="list-style-type: none"> Encourage sound educational practices and student engagement Comments:	Choose an item.
DEPARTMENT MANAGEMENT	
<ul style="list-style-type: none"> Facilitate the selection and ordering of textbooks Comments:	Choose an item.
<ul style="list-style-type: none"> Manage any conflict within department; striving to find an amicable resolution Comments:	Choose an item.
<ul style="list-style-type: none"> Create and monitor employee performance improvement plans (PIPs), when warranted Comments:	Choose an item.
<ul style="list-style-type: none"> Review, evaluate, and assess departmental programs periodically, facilitating innovation in curricular and instructional development in keeping with the mission and vision of the College Comments:	Choose an item.
<ul style="list-style-type: none"> Recommend appropriate revisions to the plan of study, course objectives, and other departmental program information to Division Chair Comments:	Choose an item.
<ul style="list-style-type: none"> Ensure each departmental program is in full compliance with the requirements for accreditation, certification, and other standards as stipulated by NCCCS Comments:	Choose an item.
<ul style="list-style-type: none"> Develop and maintain productive relationships with those agencies and other organizations within the community/industry which are pertinent to the departmental programs and to prospective graduates Comments:	Choose an item.
<ul style="list-style-type: none"> Establish and maintain an effective advisory committee in support of the departmental programs Comments:	Choose an item.
BUDGET MANAGEMENT	
<ul style="list-style-type: none"> Recommend departmental needs for personnel, equipment, supplies, facilities, and other resources during the annual planning process to the Division Chair through the Good to Great and budget processes Comments:	Choose an item.
<ul style="list-style-type: none"> Coordinate the requisition of resources and services, including equipment, supplies, facilities and other materials required for the effective delivery of instruction Comments:	Choose an item.
<ul style="list-style-type: none"> Manage the departmental budget, regularly monitoring the status of expenditures and implementing inventory control methods Comments:	Choose an item.
CLASSROOM INSTRUCTION	

<ul style="list-style-type: none"> • Teach all assigned courses, a range of 15 - 18 contact hours, for the full duration of scheduled instruction Comments:	Choose an item.
<ul style="list-style-type: none"> • Ensure that each class session contains essential curricular components, has appropriate content and pedagogy, and maintains currency Comments:	Choose an item.
<ul style="list-style-type: none"> • Teach an academic success class, as needed Comments:	Choose an item.
<ul style="list-style-type: none"> • Evaluate student progress and provide appropriate, timely feedback Comments:	Choose an item.
<ul style="list-style-type: none"> • Incorporate appropriate instructional technology to enhance student learning Comments:	Choose an item.
<ul style="list-style-type: none"> • Provide and/or facilitate quality experiences in laboratory and/or clinical settings to meet program needs Comments:	Choose an item.
<ul style="list-style-type: none"> • Maintain cleanliness of instructional areas and laboratories Comments:	Choose an item.
<ul style="list-style-type: none"> • Ensure the proper operation of classroom/lab equipment, reporting any malfunctions to the appropriate person(s) Comments:	Choose an item.
<ul style="list-style-type: none"> • Develop and distribute course syllabi according to established template providing appropriate information to students concerning course expectations and evaluation criteria Comments:	Choose an item.
OTHER SERVICES TO STUDENTS	
<ul style="list-style-type: none"> • Maintain appropriate office hours and accessibility for students, a minimum of 5 hours a week. Comments:	Choose an item.
<ul style="list-style-type: none"> • Serve as educational advisor to assigned students by providing academic and employment planning Comments:	Choose an item.
<ul style="list-style-type: none"> • Participate in semester advising and registration activities as assigned Comments:	Choose an item.
<ul style="list-style-type: none"> • Perform and verify graduation degree audits Comments:	Choose an item.
<ul style="list-style-type: none"> • Assist in the recruitment and retention efforts of the College Comments:	Choose an item.
<ul style="list-style-type: none"> • Advocate and provide motivation for students Comments:	Choose an item.
DIVISIONAL ADMINISTRATIVE EXPECTATIONS	
<ul style="list-style-type: none"> • Prepare and submit instructional records, reports, grades, and all other required paperwork in a timely, efficient manner meeting all deadlines, checking for accuracy, correctness and completeness of all data Comments:	Choose an item.

<ul style="list-style-type: none"> Exert an effort to remain current in discipline and instructional methods through professional development activities offered by the College and other opportunities including attendance at off-campus activities, webinars, etc., as feasible Comments:	Choose an item.
<ul style="list-style-type: none"> Serve on and actively contribute to college committees as needed and as appointed by the President Comments:	Choose an item.
<ul style="list-style-type: none"> Participate in discipline, departmental, divisional, and institutional meetings and other announced co-curricular activities of the College Comments:	Choose an item.
<ul style="list-style-type: none"> Maintain proper communication and supportive relationships at all times with all other units and branches of the college Comments:	Choose an item.
<ul style="list-style-type: none"> Maintain posted office and on-campus hours sufficient to fulfill all contracted duties and individual professional obligations, as well as to meet the needs of the discipline, department, division, and College Comments:	Choose an item.
OTHER DUTIES SPECIFIC TO THIS POSITION (OPTIONAL)	
<ul style="list-style-type: none"> 	Choose an item.
<ul style="list-style-type: none"> 	Choose an item.
<ul style="list-style-type: none"> 	Choose an item.
COLLEGE REQUIREMENTS OF ALL EMPLOYEES	
<ul style="list-style-type: none"> Demonstrated excellence in written, oral, and interpersonal communication skills. Comments:	Choose an item.
<ul style="list-style-type: none"> Demonstrated commitment to diversity, equal opportunity, and the academic, intellectual, and social development of all students and employees. Comments:	Choose an item.
<ul style="list-style-type: none"> An understanding of and commitment to the comprehensive community college philosophy and mission. Comments:	Choose an item.
<ul style="list-style-type: none"> Treats others respectfully, speaks to others courteously, and behaves in such a way that creates a workplace environment that is marked by trustworthiness, honest but polite communication, and interpersonal interactions that are both personally cordial and professionally appropriate. Comments:	Choose an item.
<ul style="list-style-type: none"> Acts as a team player when working with any and all employees of the College. Comments:	Choose an item.
<ul style="list-style-type: none"> Serves on institutional committees as appointed by the President. Comments:	Choose an item.
<ul style="list-style-type: none"> Performs other duties and responsibilities as needed. Comments:	Choose an item.

<ul style="list-style-type: none">• Annually review all Randolph Community College safety rules and policies and be familiar with all emergency safety procedures. Promote good safety habits and be compliant with OSHA safety regulations. <p>Comments:</p>	<p>Choose an item.</p>
---	------------------------

NARRATIVE ASSESSMENT

General information on job performance:❖ **Six-Month Performance Evaluation**

- Performance meets expectations.** Six-month probationary status ends.
- Performance does not fully meet expectations.** A Performance Improvement Plan is implemented with a new probationary contract (attached). The probationary period dates are [Click here to enter text.](#) - [Click here to enter text.](#).
- Performance does not meet expectations.** Continued employment is not recommended.

❖ **Annual Performance Evaluation**

- Performance meets expectations.** Continued employment is recommended.
- Performance does not fully meet expectations.** Continued employment is contingent upon improvement. A Performance Improvement Plan is implemented with a probationary contract (attached). The probationary period dates are [Click here to enter text.](#) - [Click here to enter text.](#).
- Performance does not meet expectations.** Continued employment is not recommended.
- Employee is currently on a Performance Improvement Plan.** Annual performance evaluation will be completed when the PIP expires.

Employee Signature

Date

By signing the evaluation form, I acknowledge that a meeting occurred to discuss my performance. If I disagree with my performance evaluation, I may submit comments on the back of the evaluation. If applicable, I received a copy of my revised job description.

Evaluator Signature

Date

Notes:

1) If applicable, the evaluator should provide the employee with a copy of their revised job description at the evaluation meeting and have the employee sign on their Job Description.

2) The following documents should be attached to the evaluation and submitted to Human Resources:

- **Professional Development Activities Log**
- **Classroom Observations (instructional faculty only)**
- **Performance Improvement Plan with Probationary Contract (if applicable)**
- **Revised job description signed by the employee (if applicable)**
(An electronic copy of the revised job description should be sent to the Director of Human Resources)