



RANDOLPH COMMUNITY COLLEGE PERFORMANCE EVALUATION DIVISION CHAIR

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"> • Supervise and evaluate Department Heads in accordance with policy, including classroom observations Comments:	Choose an item.
<ul style="list-style-type: none"> • Identify, recommend, and conduct professional development opportunities for division faculty, as needed Comments:	Choose an item.
<ul style="list-style-type: none"> • Facilitate the communication of college and /or policy information to Department Heads via meeting, email, etc., as needed, for dissemination throughout division Comments:	Choose an item.
<ul style="list-style-type: none"> • Mediate student grievances with instructors and classroom management, when justified Comments:	Choose an item.
<ul style="list-style-type: none"> • Develop job descriptions and PVAs for new positions within the division with input from Department Heads Comments:	Choose an item.

<ul style="list-style-type: none"> Recommend search committees and ensure the entire search process is guided and abides by policy Comments:	Choose an item.
<ul style="list-style-type: none"> Make recommendations for divisional contracts based on professional personnel reviews with input from Department Heads Comments:	Choose an item.
<ul style="list-style-type: none"> Advocate and provide motivation for faculty Comments:	Choose an item.
<ul style="list-style-type: none"> Communicate faculty needs to Dean of Curriculum Programs Comments:	Choose an item.
<ul style="list-style-type: none"> Encourage sound educational practices and student engagement Comments:	Choose an item.
DIVISION MANAGEMENT	
<ul style="list-style-type: none"> Process leave forms, noting any patterns of absenteeism Comments:	Choose an item.
<ul style="list-style-type: none"> Manage any conflict within division; 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"> Produce an annual statement of goals for the division that coincide with the mission and vision of the College Comments:	Choose an item.
<ul style="list-style-type: none"> Lead the division in any College-wide efforts in a positive, professional manner Comments:	Choose an item.
<ul style="list-style-type: none"> Keep the Board of Trustees informed of divisional efforts supporting the mission and vision of the College with regular submission of BOT highlights Comments:	Choose an item.
<ul style="list-style-type: none"> Facilitate the review, evaluation, and assessment of divisional programs periodically to assess viability of existing programs and recommending closure and/or additions, as appropriate Comments:	Choose an item.
<ul style="list-style-type: none"> Submit recommended revisions to plans of study, course objectives, and other divisional program information to Curriculum Review Committee for approval Comments:	Choose an item.

<ul style="list-style-type: none"> • Ensure all divisional programs are 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 division and to prospective graduates Comments:	Choose an item.
<ul style="list-style-type: none"> • Review and make recommendations based on divisional program's advisory committee feedback and reports Comments:	Choose an item.
<ul style="list-style-type: none"> • Partner and interface with Corporate & Continuing Education, Basic Skills, and Distance Education to ensure the needs of all students are being met with regards to recruitment, retention, and providing quality instruction Comments:	Choose an item.
BUDGET MANAGEMENT	
<ul style="list-style-type: none"> • Compile and submit divisional program needs for personnel, equipment, supplies, facilities, and other resources during the annual planning process to the Dean of Curriculum Programs through the Good to Great and budget processes Comments:	Choose an item.
<ul style="list-style-type: none"> • Approve and submit the requisition of resources and services, including equipment, supplies, facilities and other materials recommended by Department Heads needed for the effective delivery of instruction within their program Comments:	Choose an item.
<ul style="list-style-type: none"> • Manage the division budget, regularly monitoring program budgets and the status of expenditures and ensuring inventory control methods are in place and being followed Comments:	Choose an item.
CLASSROOM INSTRUCTION	
<ul style="list-style-type: none"> • Teach all assigned courses, a range of 9 – 12 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"> • Coordinate the divisional assignments in semester advising and registration activities Comments:	Choose an item.
<ul style="list-style-type: none"> • Review available reports to develop with divisional faculty appropriate instructional plans for recruitment, retention, and success Comments:	Choose an item.
<ul style="list-style-type: none"> • Ensure the proper coding of students within major programs, processing change of major forms, as appropriate prior to the 10% point of the semester 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.

•	Choose an item.
•	Choose an item.
COLLEGE REQUIREMENTS OF ALL EMPLOYEES	
• Demonstrated excellence in written, oral, and interpersonal communication skills. Comments:	Choose an item.
• Demonstrated commitment to diversity, equal opportunity, and the academic, intellectual, and social development of all students and employees. Comments:	Choose an item.
• An understanding of and commitment to the comprehensive community college philosophy and mission. Comments:	Choose an item.
• 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.
• Acts as a team player when working with any and all employees of the College. Comments:	Choose an item.
• Serves on institutional committees as appointed by the President. Comments:	Choose an item.
• Performs other duties and responsibilities as needed. Comments:	Choose an item.
• 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. Comments:	Choose an item.

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)