**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.

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| **JOB DESCRIPTION COMPONENTS** | **RATING** |
|  **PERSONNEL MANAGEMENT** |  |
| * Recruit, interview, and recommend the appointment of faculty, full-time and adjunct, to the Division Chair and provide appropriate orientation

Comments:  | Choose an item. |
| * Submit all hiring documents and verification of credentials for all departmental faculty

Comments: | Choose an item. |
| * Assist departmental faculty in course planning, instructional delivery, and classroom management

Comments: | Choose an item. |
| * 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. |
| * Supervise and evaluate the operation of all classes and departmental faculty in accordance with policy, including classroom observations

Comments: | Choose an item. |
| * Identify and recommend professional development needs of the departmental faculty

Comments: | Choose an item. |
| * Resolve student grievances with instructors and classroom management, when justified

Comments: | Choose an item. |
| * 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. |
| * Advocate and provide motivation for departmental faculty

Comments: | Choose an item. |
| * Communicate faculty needs to Division Chair

Comments: | Choose an item. |
| * Encourage sound educational practices and student engagement

Comments: | Choose an item. |
| **DEPARTMENT MANAGEMENT** |  |
| * Facilitate the selection and ordering of textbooks

Comments: | Choose an item. |
| * Manage any conflict within department; striving to find an amicable resolution

Comments: | Choose an item. |
| * Create and monitor employee performance improvement plans (PIPs), when warranted

Comments: | Choose an item. |
| * 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. |
| * Recommend appropriate revisions to the plan of study, course objectives, and other departmental program information to Division Chair

Comments: | Choose an item. |
| * 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. |
| * 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. |
| * Establish and maintain an effective advisory committee in support of the departmental programs

Comments: | Choose an item. |
| **BUDGET MANAGEMENT** |  |
| * 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. |
| * 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. |
| * Manage the departmental budget, regularly monitoring the status of expenditures and implementing inventory control methods

Comments: | Choose an item. |
|  **CLASSROOM INSTRUCTION** |  |
| * Teach all assigned courses, a range of 15 - 18 contact hours, for the full duration of scheduled instruction

Comments: | Choose an item. |
| * Ensure that each class session contains essential curricular components, has appropriate content and pedagogy, and maintains currency

Comments: | Choose an item. |
| * Teach an academic success class, as needed

Comments: | Choose an item. |
| * Evaluate student progress and provide appropriate, timely feedback

Comments: | Choose an item. |
| * Incorporate appropriate instructional technology to enhance student learning

Comments: | Choose an item. |
| * Provide and/or facilitate quality experiences in laboratory and/or clinical settings to meet program needs

Comments: | Choose an item. |
| * Maintain cleanliness of instructional areas and laboratories

Comments: | Choose an item. |
| * Ensure the proper operation of classroom/lab equipment, reporting any malfunctions to the appropriate person(s)

Comments: | Choose an item. |
| * 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** |  |
| * Maintain appropriate office hours and accessibility for students, a minimum of 5 hours a week.

Comments: | Choose an item. |
| * Serve as educational advisor to assigned students by providing academic and employment planning

Comments: | Choose an item. |
| * Participate in semester advising and registration activities as assigned

Comments: | Choose an item. |
| * Perform and verify graduation degree audits

Comments: | Choose an item. |
| * Assist in the recruitment and retention efforts of the College

Comments: | Choose an item. |
| * Advocate and provide motivation for students

Comments: | Choose an item. |
| **DIVISIONAL ADMINISTRATIVE EXPECTATIONS** |  |
| * 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. |
| * 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. |
| * Serve on and actively contribute to college committees as needed and as appointed by the President

Comments: | Choose an item. |
| * Participate in discipline, departmental, divisional, and institutional meetings and other announced co-curricular activities of the College

Comments: | Choose an item. |
| * Maintain proper communication and supportive relationships at all times with all other units and branches of the college

Comments: | Choose an item. |
| * 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)** |  |
|  | 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. |

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| **NARRATIVE ASSESSMENT** |

**General information on job performance:**

* **Six-Month Performance Evaluation**

[ ]  **Performance meets expectations.** Six-month probationary status ends.

[ ]  **Performance needs improvement.** Six-month probationary status extended through Click here to enter text.

[ ]  **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.

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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.*

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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)***