



XID: _____

Name: _____ Evaluation Period From: _____ to _____

Title or General Description of Duties:

Division/Department/Area: _____

EVALUATION STANDARDS

(E) Exemplary	Performs well beyond normal requirements
(EE) Exceeds Expectations	Performs above normal requirements
(ME) Meets Expectations	Fulfills normal requirements
(NI) Needs Improvement	Improvement is needed to reach normal requirements
(U) Unsatisfactory	Considerable improvement is needed to reach acceptable standards of performance
(NA) Not Applicable	Factor does not apply to the employee being reviewed

E EE ME NI U N/A

Mark the "evaluation standard" which describes the employee's actual performance. Examples should be given to indicate the reason(s) for E and U ratings. Both an Employee Self-Evaluation and a Supervisor's Evaluation must be completed.

DUTIES, RESPONSIBILITIES OR TASKS EVALUATION

Directions: List each duty, responsibility or task separately. As appropriate similar duties, responsibilities may be grouped. Provide documentation (examples) that reflect the appropriate evaluation standard the assignee accomplished considering the factors of completeness and quality. Check the appropriate evaluation standard box.

1. Developing and implementing curriculum.

E EE ME NI U N/A

Examples/Comments:

2. Planning and coordinating adjunct faculty orientations

__E __EE __ME __NI __U __N/A

Examples/Comments:

3. Coordinating the recruitment and selection of adjunct faculty.

__E __EE __ME __NI __U __N/A

Examples/Comments:

4. Supervision and assessment of adjunct faculty.

__E __EE __ME __NI __U __N/A

Examples/Comments:

5. Completing the annual departmental area reviews.

__E __EE __ME __NI __U __N/A

Examples/Comments:

6. Facilitating the assessment of Student Learning Outcomes (SLOs) and the Assessment Analysis of Results report.

__E __EE __ME __NI __U __N/A

Examples/Comments:

7. Course scheduling.

__E __EE __ME __NI __U __N/A

Examples/Comments:

8. Other duties as assigned by the department chair or dean.

 E EE ME NI U N/A

Examples/Comments:

OVERALL EVALUATION (FINAL RATING): Mark the appropriate "Evaluation Standard" which most accurately reflects the assignee's total performance reflective of the individual ratings for all items.

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 E EE ME NI U N/A

Reviewer's additional COMMENTS:

ASSISTANT DEPARTMENT CHAIR'S COMMENTS (can be attached separately)

SIGNATURES:

Completed by:

Approved by:

Supervisor

Date

Administrator

Date

I acknowledge that I have received this performance review of my Assistant Department Chair assignment.

Assistant Department Chair's Signature Date