



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. Assists with course content and curriculum in keeping catalog information current, complete, and accurate.

E EE ME NI U N/A

Examples/Comments:

2. Initiates, recommends, and coordinates courses, days, times, instructors, and campuses for fall, spring, and summer class schedules.

__E __EE __ME __NI __U __N/A

Examples/Comments:

3. Assists with planning and coordination of adjunct faculty orientation.

__E __EE __ME __NI __U __N/A

Examples/Comments:

4. Holds meetings with department faculty on a regularly scheduled time frame.

__E __EE __ME __NI __U __N/A

Examples/Comments:

5. Coordinates and assists in the recruitment and selection of adjunct faculty and coordinates mentoring of new adjunct and full-time faculty.

__E __EE __ME __NI __U __N/A

Examples/Comments:

6. Coordinates textbook selections and changes in a timely manner with departments and adjunct faculty.

E EE ME NI U N/A

Examples/Comments:

7. Initiates and coordinates departmental program reviews including recommendations and budget analysis.

E EE ME NI U N/A

Examples/Comments:

8. Assists the Academic Administrator in the supervision and assessment of full-time and adjunct department members.

E EE ME NI U N/A

Examples/Comments:

9. Responsible for student advising functions to fulfill department duties, as directed by the respective Dean.

E EE ME NI U N/A

Examples/Comments:

10. Facilitates the assessment of Student Learning Outcomes (SLOs).

E EE ME NI U N/A

Examples/Comments:

11. Other duties as assigned.

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.

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

Reviewer's additional COMMENTS:

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 Department Chair assignment.

Department Chair's Signature

Date