



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 recruiting adjunct faculty. The program manager completes the Faculty Qualifications Data Sheet and submits documentation to either the dean or department chair. Confirms that adjunct faculty member has submitted the employment packet to the dean.

__E __EE __ME __NI __U __N/A

Examples/Comments:

2. Assists with developing the class schedule and submits to the department chair, if appropriate.

__E __EE __ME __NI __U __N/A

Examples/Comments:

3. Collaborates with faculty to complete book orders.

__E __EE __ME __NI __U __N/A

Examples/Comments:

4. Develops and implements plans for marketing the program.

__E __EE __ME __NI __U __N/A

Examples/Comments:

5. Develops and implements plans for student recruitment; tracks student retention, completion, and placement.

__E __EE __ME __NI __U __N/A

Examples/Comments:

6. Prepares the Program Review in collaboration with faculty, department chair, and Planning and Effectiveness department

E EE ME NI U N/A

Examples/Comments:

7. Collaborates with the department chair and dean in reviewing and updating articulation agreements and Career Pathways assessments.

E EE ME NI U N/A

Examples/Comments:

8. Reviews program budget and submits recommendations for budget changes to the department chair.

E EE ME NI U N/A

Examples/Comments:

9. Oversees the program advisory committee operations. Updates advisory committee lists; schedules advisory committee meetings; and prepares minutes.

E EE ME NI U N/A

Examples/Comments:

10. Assists with curriculum development and implementation.

E EE ME NI U N/A

Examples/Comments:

11. Reviews the catalog and submits corrections as needed to ensure that program information is current.

E EE ME NI U N/A

Examples/Comments:

12. Facilitates the assessment of Program Student Learning Outcomes (PSLOs).

E EE ME NI U N/A

Examples/Comments:

13. Represents the College at local, regional, and statewide meetings. Provides updates to the department chair.

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

- | | | |
|------|----------------------|---|
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E EE ME NI U N/A

Reviewer's additional COMMENTS:

PROGRAM MANAGER'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 Program Manager assignment.

Program Manager's Signature

Date