

You have been selected to participate in the appraisal process of this department chair. Please be candid and complete with your responses and be assured that your responses will be confidential

**Completed by (circle one)**    *contracted faculty*    *part-time faculty*    *classified staff*    *peer/colleague*

Appraisal Factor (not prioritized)	Almost Always	Usually	Occasionally	Rarely	NA *	comments (please use on extreme ratings)
<b>Leadership:</b> encourages teamwork; contributes to good staff morale and productivity; effectively oversees the implementation of department curricula; actively represents the department in college affairs						
<b>Planning:</b> facilitates the development, evaluation, and revision of department goals and objectives; participates in department and division planning; assumes responsibility for the development and effective use of advisory committees when appropriate						
<b>Curriculum:</b> initiates and/or participates effectively in the development of department/program curricula; oversees the evaluation of department curricula; provides curricular guidance to part-time instructors						
<b>Budget:</b> participates in department and division budget-building process; monitors department budget; recommends expenditures within categories; approves PO's						
<b>Personnel:</b> participates in recruitment, selection of regular and part-time faculty; effectively supervises and appraises classified staff, and student employees; may supervise part-time faculty; recommends teaching assignments to Dean/Director; encourages staff participation in professional development activities						

\* Please use this column if you don't have sufficient information to respond to an appraisal factor.

Appraisal Factor (not prioritized)	Almost Always	Usually	Occasionally	Rarely	NA *	comments (please use on extreme ratings)
<b>Facility mgt/coord:</b> Assumes responsibility for management and operation of department facilities and equipment; communicates space, facilities, and equipment needs.						
<b>Resource development:</b> provides advice/ leadership in the use of external resources to benefit the department; participates in the grant process when appropriate						
<b>Communication:</b> serves as advocate for the department, communicating effectively at all levels; holds regular department meetings; includes part-time faculty in department communication; drafts department input for class schedule and other college publications; represents the college to external constituencies as assigned						
<b>Student advising:</b> assumes the lead role in the department process to recruit, advise and retain students; coordinates department advising schedule; is an effective link between faculty and counseling department; monitors placement and success of students in programs						
Additional Comments:						

How could the department chair better serve the department?

What do you want to commend the department chair for?

\* Please use this column if you don't have sufficient information to respond to an appraisal factor.

DEPARTMENT CHAIR APPRAISAL SUMMARY FORM

Name \_\_\_\_\_

Date \_\_\_\_\_

Appraisal Factor (not prioritized)	Almost Always	Usually	Occasionally	Rarely	NA	comments (please use on extreme ratings)
Leadership:						
Planning:						
Curriculum:						
Budget:						
Personnel:						
Facility mgt/coord:						
Resource development:						
Communication:						
Student advising:						
Supervisor's Comments:						
Department Chair's Comments/Department Goals						