

You have been selected to participate in the appraisal process of this program 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)
Coordination: Assists the department chair/supervisor by providing overall coordination of program activities within department guidelines.						
Planning: Facilitates the development, evaluation and revision of program goals and objectives; assumes responsibility for the development and effective use of advisory committees when appropriate; participates in program, department and division planning.						
Curriculum: Initiates and/or participates effectively in the development of program curriculum; oversees the evaluation of curriculum; provides program guidance to part-time instructors.						
Budget: Participates in program and department budget-building process; monitors program budget; recommends expenditures within categories.						
Personnel: 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 department chair/supervisor; 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)
Facility mgt/coord: Assumes responsibility for management and operation of department facilities and equipment; communicates space, facilities, and equipment needs.						
Resource development: Provides advice/ leadership in the use of external resources to benefit the program; participates in the grant process when appropriate.						
Communication: Assures effective two-way communication at all levels of responsibility, including part-time faculty; serves as advocate for the program, communicating effectively at all levels; drafts program input for class schedule and other college publications; represents the college to external constituencies as assigned.						
Student advising: Assumes the lead role in the program to recruit, advise and retain students; coordinates program advising schedule; serves as link between faculty and department chair for information to the 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.

PROGRAM CHAIR APPRAISAL SUMMARY FORM

Name _____

Date _____

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