

## PROGRAM CHAIR APPRAISAL SYSTEM GUIDELINES

### Spring Term Timeline

Week 2	Human Resources sends out reminders to Deans/Directors
Weeks 3-4	Deans/Directors or designee solicit and gather input
Weeks 5-6	Input is completed
Weeks 7-8	Appraisal meeting is conducted
Week 10	Appraisal summary form forwarded to Human Resources for personnel file

### Input

The recommended percentages of staff to be asked for input are outlined below. Changes to these recommendations should be agreed to by the Chair and Dean/Directors prior to gathering input. *(There must be input from a minimum of 5 individuals.)*

#### 1<sup>st</sup> Year of Term\*

##### Department Chair

Contracted Faculty	50%
Noncontracted Faculty	30%
Classified Staff	30%
Peer/Colleague	1 or 2

(Chair will submit a list of 2-4 peers/colleagues from on or off campus from which 1 or 2 names will be selected to complete the appraisal form.)

\*This refers to Chair's time in position. Program Chair positions are 2 or 3 year appointments. The appraisal is to be completed the first year of each appointment; however, it can also be done any other year at the request of the Chair or Dean/Director.