

## DEPARTMENT CHAIR

### SECTION 1: Department Chair Responsibilities ( \_\_\_ %) Percentage is based on Workload

Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
<b>Leadership (40%)</b> 1.1 Departmental Operations	<p>In addition to meeting the criteria for <i>Satisfactory</i>, D.C. does the following:</p> <ol style="list-style-type: none"> <li>1. Conducts a departmental convocation for students.</li> </ol> <p>And, one of the following:</p> <p>OR</p> <p>If #1 above is not chosen then the D.C. does three of the following:</p> <ol style="list-style-type: none"> <li>1. Implements a 3-year or more strategic programmatic plan, course offering and schedules plan with department members. (In this area each plan will equal one of the combination of three requirements and no more than two plans may be used to satisfy the criteria for this performance level.)</li> <li>2. Takes a leadership role in the Council of Department Chairs.</li> <li>3. Develop an ongoing mentorship program for the department.</li> <li>4. Demonstrate exceptional</li> </ol>	<p>In addition to meeting the criteria for <i>Satisfactory</i>, D.C. does two of the following:</p> <ol style="list-style-type: none"> <li>1. Adopts a 3-year or more strategic programmatic plan, course offering and schedule plan with department members. (In this area each plan will equal one of the combination of two requirements and two articles may be used to satisfy the criteria for this performance level.)</li> <li>2. Takes a leadership role in the Council of Department Chairs.</li> <li>3. Develops an ongoing mentorship program for the department.</li> <li>4. Demonstrates exceptional volunteer efforts for departmental improvement during the calendar year.</li> </ol>	<p>In addition to meeting the criteria for <i>Satisfactory</i>, D.C. does one of the following:</p> <ol style="list-style-type: none"> <li>1. Completes a 3-year or more strategic programmatic plan and schedule plan with department members.</li> <li>2. Takes a leadership role in the Council of Department Chairs.</li> <li>3. Develops an ongoing mentorship program for the department.</li> <li>4. Demonstrates exceptional volunteer efforts for departmental improvement during the calendar year.</li> </ol>	<p>D.C. must meet all of the following:</p> <ol style="list-style-type: none"> <li>1. Represents the department at College related activities where appropriate.</li> <li>2. Collegially and effectively schedules classes / department functions.</li> <li>3. Facilitates department meetings and follows-up on matters of concern.</li> <li>4. Collaborates with department members regarding department decisions.</li> <li>5. Assists with the training and mentoring of new department members.</li> <li>6. Provides support for students with resolving problems, when required.</li> <li>7. Periodically visits and observes all department faculty and provides mentors necessary.</li> <li>8. Moves issues forward to the Dean if they cannot be resolved at the department level.</li> <li>9. Provides evidence of the development of a programmatic 3-year strategic plan that includes</li> </ol>	<p>D.C. did not reasonably meet the specified criteria for <i>Satisfactory</i> in the following area(s):</p>

	volunteer efforts for departmental improvement during the calendar year.			course offerings/schedules, budgets, and overall needs of the Department. 10. Be available on campus for consultation and assistance as per the individual's semester schedule.	
Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
<b>Administrative Duties (25%)</b> 2.1 Budget and Inventory 2.2 Adjunct Faculty	In addition to meeting the criteria for <i>Stellar</i> , D.C. does one of the following: 1. Implements, maintains, and updates a 3-year or more strategic budget plan with department members. 2. Researches, develops, and manages additional department funding sources. 3. Observe all adjunct faculty at least once per semester and provide written feedback to the Adjunct Associate Dean.	In addition to meeting the criteria for <i>Satisfactory</i> and <i>Strong</i> D.C. does one of the following: 1. Implements, maintains, and updates a 3-year or more strategic budget plan with department members. 2. Researches, develops, and submits application for funding from additional sources. 3. Develops and implements an adjunct mentoring program for their department.	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does the following: 1. Develops a 3-year or more strategic budget plan with department members.	D.C. must meet all of the following: 1. Submits budget to the Dean in a timely manner. 2. Communicates with administration and disseminates appropriate information to department members. 3. Submits required reports on time. 4. Advocates for an adequate department budget and monitors this budget annually. 5. Attends and participates in division and department chair meetings. 6. Coordinates the daily operation of the department including submittal of department requisitions for supplies,	D.C. did not reasonably meet the specified criteria for <i>Satisfactory</i> in the following area(s):



				<p>equipment, textbooks and maintenance.</p> <p>7. Maintains a current inventory of departmental equipment and produces this inventory upon request.</p> <p>8. Recruit, recommend for hire, orient, mentor, and observe adjunct instructors and provide feedback to the Adjunct Associate Dean.</p>	
Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
<b>Curriculum &amp; Assessment (35%)</b> 3.1 Content Expertise 3.2 Curriculum 3.3 Institutional Assessment	<p>In addition to meeting the criteria for <i>Satisfactory</i>, D.C. does three of the following:</p> <ol style="list-style-type: none"> <li>1. Integrates consistency in course syllabi, tools, instructional technology and / or resources in order to meet identified student learning outcomes.</li> <li>2. Receives license or certification related to the field not required for a satisfactory rating including teacher certification such as National Teacher Exam or Guam Certification.</li> </ol> <p>OR</p> <p>Maintains licensure or certification.</p>	<p>In addition to meeting the criteria for <i>Satisfactory</i>, D.C. does two of the following:</p> <ol style="list-style-type: none"> <li>1. Integrates consistency in course syllabi, tools, instructional technology and / or resources in order to meet identified student learning outcomes.</li> <li>2. Receives license or certification related to the field not required for a satisfactory rating including teacher certification such as National Teacher Exam or Guam Certification.</li> </ol> <p>OR</p> <p>Maintains licensure or certification.</p>	<p>In addition to meeting the criteria for <i>Satisfactory</i>, D.C. does one of the following:</p> <ol style="list-style-type: none"> <li>1. Integrates consistency in course syllabi, tools, instructional technology and / or resources in order to meet identified student learning outcomes.</li> <li>2. Receives license or certification related to the field not required for a satisfactory rating including teacher certification such as National Teacher Exam or Guam Certification.</li> </ol> <p>OR</p> <p>Maintains licensure or certification.</p>	<p>D.C. must meet all of the following:</p> <ol style="list-style-type: none"> <li>1. Provides leadership in organizing and proposing curriculum development and programs as appropriate, for the department, and in coordinating presentation of revisions and/or new programs to the Learning Outcomes Committee.(as appropriate for non-instructional DC)</li> <li>2. Maintains currency in the area of assignment.</li> <li>3. Facilitates and serves as a member of the appropriate departmental Advisory Committee. (For CTE department chairs only)</li> <li>4. Collects syllabi from faculty teaching courses</li> </ol>	<p>D.C. did not reasonably meet the specified criteria for <i>Satisfactory</i> in the following area(s):</p>

	<p>3. (For non-CTE Department Chairs) Participates actively in advisory committee meetings, OR</p> <p>Implements general education recommendations from an advisory committee OR</p> <p>Provides an advisory committee / department with general education related data / expertise to enhance students' career readiness</p> <p>4. Provides leadership with department members to create alternative course/service delivery methods.</p> <p>5. Develops new courses through continuing education.</p> <p>6. Demonstrates use of department assessment results to effectuate improvement or change identified in a department strategic plan.</p>	<p>3. (For non-CTE Department Chairs) Participates actively in advisory committee meetings, OR</p> <p>Implements general education recommendations from an advisory committee OR</p> <p>Provides an advisory committee / department with general education related data / expertise to enhance students' career readiness</p> <p>4. Provides leadership with department members to create alternative course/service delivery methods.</p> <p>5. Develops new courses through continuing education.</p> <p>6. Demonstrates use of department assessment results to effectuate improvement or change identified in a department strategic plan.</p>	<p>3. (For non-CTE Department Chairs) Participates actively in advisory committee meetings, OR</p> <p>Implements general education recommendations from an advisory committee OR</p> <p>Provides an advisory committee / department with general education related data / expertise to enhance students' career readiness</p> <p>4. Provides leadership with department members to create alternative course/service delivery methods.</p> <p>5. Develops new courses through continuing education.</p> <p>6. Demonstrates use of department assessment results to effectuate improvement or change identified in a department strategic plan.</p>	<p>for the department. Reviews and approves such syllabi and submits electronically to the Dean with the appropriate checklist completed and within five duty days of the day the faculty syllabi are due to the DCs.</p> <p>5. Coordinates department programs, curriculum, and catalog statements.</p> <p>6. Facilitates, guides, and ensures that continuous efforts have been made to meet the assessment requirements and college-wide deadlines.</p>	
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