

# DEPARTMENT CHAIR ASSISTANT INSTRUCTOR EVALUATION FORM

\_\_\_\_\_  
Faculty Member Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Rank

\_\_\_\_\_  
Division

\_\_\_\_\_  
Evaluator

\_\_\_\_\_  
Date Evaluation Completed

Faculty will be rated in each section and each sub-section on a scale of 1 – 5.

- 1 – Improvement Needed
- 2 – Satisfactory
- 3 – Strong
- 4 – Stellar
- 5 – Superb

The Faculty Overall Evaluation score will be determined by applying the score for each section to its respective percentage chosen by the Faculty, totaled and entered.

A total score of: 0.00 – 1.99 – Improvement Needed

2.00 – 2.99 - Satisfactory

3.00 – 3.99 - Strong

4.00 – 4.49 - Stellar

4.50 - Superb

1. Department Chair Responsibilities: 60% - 65%  
Desired Percentage \_\_\_\_ X Evaluators Rating Total \_\_\_\_ = \_\_\_\_  
  
 A. Leadership (40%) X Evaluators Rating \_\_\_\_ = \_\_\_\_  
 B. Administrative Duties (25%) X Evaluators Rating \_\_\_\_ = \_\_\_\_  
 C. Curriculum & Assessment (35%) X Evaluators Rating \_\_\_\_ = \_\_\_\_
2. Enrollment Management: 5% - 10%  
Desired Percentage \_\_\_\_ X Evaluators Rating \_\_\_\_ = \_\_\_\_
3. Professional Development: 15%  
Desired Percentage \_\_\_\_ X Evaluators Rating \_\_\_\_ = \_\_\_\_
4. Scholarly Activity: 0%  
Assistant Instructors may not participate in this section.
5. Institutional Involvement: 5%  
Desired Percentage \_\_\_\_ X Evaluators Rating \_\_\_\_ = \_\_\_\_
6. Community Service: 0%  
Assistant Instructors may not participate in this section.
7. Professional Standards: 10%  
 Faculty percentage of overall evaluation is 10% in this area and may not be altered.  
 Required Percentage 10% X Evaluators Rating Total \_\_\_\_ = \_\_\_\_  
 A. Compliance with work rules and regulations (40%) X Evaluators Rating \_\_\_\_ = \_\_\_\_

B. Adaptability (10%) X Evaluators Rating \_\_\_\_ = \_\_\_\_

C. Communicative Skills (20%) X Evaluators Rating \_\_\_\_ = \_\_\_\_

D. Interpersonal Relations (30%) X Evaluators Rating \_\_\_\_ = \_\_\_\_

Faculty Evaluation Tabulation of Scores.

Section 1 \_\_\_\_

Section 2 \_\_\_\_

Section 3 \_\_\_\_

Section 4 N/A

Section 5 \_\_\_\_

Section 6 N/A

Section 7 \_\_\_\_

Total Evaluation Score: \_\_\_\_\_ Faculty Rating: \_\_\_\_\_

Evaluator Comments (optional):

Faculty Member Comments (optional):

\_\_\_\_\_  
Faculty Member Signature                      Date

\_\_\_\_\_  
Evaluator Signature                      Date

\_\_\_\_\_  
Dean's Signature                      Date

# DEPARTMENT CHAIR INSTRUCTOR EVALUATION FORM

\_\_\_\_\_  
Faculty Member Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Rank

\_\_\_\_\_  
Division

\_\_\_\_\_  
Evaluator

\_\_\_\_\_  
Date Evaluation Completed

Faculty will be rated in each section and each sub-section on a scale of 1 – 5.

- 1 – Improvement Needed
- 2 – Satisfactory
- 3 – Strong
- 4 – Stellar
- 5 – Superb

The Faculty Overall Evaluation score will be determined by applying the score for each section to its respective percentage chosen by the Faculty, totaled and entered.

A total score of: 0.00 – 1.99 – Improvement Needed

2.00 – 2.99 - Satisfactory

3.00 – 3.99 - Strong

4.00 – 4.49 - Stellar

4.50 - Superb

1. Department Chair Responsibilities: 55% - 65%  
Desired Percentage \_\_\_\_ X Evaluators Rating Total \_\_\_\_ = \_\_\_\_  
  
 A. Leadership (40%) X Evaluators Rating \_\_\_\_ = \_\_\_\_  
 B. Administrative Duties (25%) X Evaluators Rating \_\_\_\_ = \_\_\_\_  
 C. Curriculum & Assessment (35%) X Evaluators Rating \_\_\_\_ = \_\_\_\_
2. Enrollment Management: 10% - 15%  
Desired Percentage \_\_\_\_ X Evaluators Rating \_\_\_\_ = \_\_\_\_
3. Professional Development: 10% - 15%  
Desired Percentage \_\_\_\_ X Evaluators Rating \_\_\_\_ = \_\_\_\_
4. Scholarly Activity: 0% - 5%
  - a. Faculty may choose to not participate in this section. If so, they may allocate no more than 5% to no less than two other sections except Section #1.
  - b. The faculty will have to choose between #4 Scholarly Activity and #6 Community Service, but not both.
 Desired Percentage \_\_\_\_ X Evaluators Rating \_\_\_\_ = \_\_\_\_
5. Institutional Involvement: 5%  
Desired Percentage \_\_\_\_ X Evaluators Rating \_\_\_\_ = \_\_\_\_
6. Community Service: 0% - 5%
  - a. Faculty may choose to not participate in this section. If so, they may allocate no more than 5% to no less than two other sections except Section #1.
  - b. The faculty will have to choose between #4 Scholarly Activity and #6 Community Service, but not both.
 Desired Percentage \_\_\_\_ X Evaluators Rating \_\_\_\_ = \_\_\_\_

7. Professional Standards: 10%

Faculty percentage of overall evaluation is 10% in this area and may not be altered.

Required Percentage 10% X Evaluators Rating Total \_\_\_\_\_ = \_\_\_\_\_

A. Compliance with work rules and regulations (40%) X Evaluators Rating \_\_\_\_\_ = \_\_\_\_\_

B. Adaptability (10%) X Evaluators Rating \_\_\_\_\_ = \_\_\_\_\_

C. Communicative Skills (20%) X Evaluators Rating \_\_\_\_\_ = \_\_\_\_\_

D. Interpersonal Relations (30%) X Evaluators Rating \_\_\_\_\_ = \_\_\_\_\_

Faculty Evaluation Tabulation of Scores.

Section 1 \_\_\_\_\_

Section 2 \_\_\_\_\_

Section 3 \_\_\_\_\_

Section 4 \_\_\_\_\_

Section 5 \_\_\_\_\_

Section 6 \_\_\_\_\_

Section 7 \_\_\_\_\_

Total Evaluation Score: \_\_\_\_\_ Faculty Rating: \_\_\_\_\_

Evaluator Comments (optional):

Faculty Member Comments (optional):

Faculty Member Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_



# DEPARTMENT CHAIR PROFESSORIAL EVALUATION FORM

Faculty Member Name	Department
Rank	Division
Evaluator	Date Evaluation Completed

Faculty will be rated in each section and each sub-section on a scale of 1 – 5.

- 1 – Improvement Needed
- 2 – Satisfactory
- 3 – Strong
- 4 – Stellar
- 5 – Superb

The Faculty Overall Evaluation score will be determined by applying the score for each section to its respective percentage chosen by the Faculty, totaled and entered.

A total score of: 0.00 – 1.99 – Improvement Needed

2.00 – 2.99 - Satisfactory

3.00 – 3.99 - Strong

4.00 – 4.49 - Stellar

4.50 – 5.00 - Superb

1. Department Chair Responsibilities: Assistant Professor 45% - 65%  
 Department Chair Responsibilities: Associate Professor 45% - 60%  
 Department Chair Responsibilities: Professor 45% - 55%

Desired Percentage \_\_\_\_ X Evaluators Rating Total \_\_\_\_ = \_\_\_\_

A. Leadership (40%) X Evaluators Rating \_\_\_\_ = \_\_\_\_

B. Administrative Duties (25%) X Evaluators Rating \_\_\_\_ = \_\_\_\_

C. Curriculum & Assessment (35%) X Evaluators Rating \_\_\_\_ = \_\_\_\_

2. Enrollment Management: 10% - 15%

Desired Percentage \_\_\_\_ X Evaluators Rating \_\_\_\_ = \_\_\_\_

3. Professional Development: 5% - 15%

Desired Percentage \_\_\_\_ X Evaluators Rating \_\_\_\_ = \_\_\_\_

4. Scholarly Activity: 0% - 10%

Faculty may choose to not participate in this section. If so, they may allocate no more than 5% to no less than two other sections except Section #1.

Desired Percentage \_\_\_\_ X Evaluators Rating \_\_\_\_ = \_\_\_\_

5. Institutional Involvement: 10% - 15%

Desired Percentage \_\_\_\_ X Evaluators Rating \_\_\_\_ = \_\_\_\_

6. Community Service: 0% - 10%

Faculty may choose to not participate in this section. If so, they may allocate no more than 5% to no less than two other sections except Section #1.

Desired Percentage \_\_\_\_ X Evaluators Rating \_\_\_\_ = \_\_\_\_

7. Professional Standards: 10%

Faculty percentage of overall evaluation is 10% in this area and may not be altered.

Required Percentage 10% X Evaluators Rating Total \_\_\_\_\_ = \_\_\_\_\_

A. Compliance with work rules and regulations (40%) X Evaluators Rating \_\_\_\_\_ = \_\_\_\_\_

B. Adaptability (10%) X Evaluators Rating \_\_\_\_\_ = \_\_\_\_\_

C. Communicative Skills (20%) X Evaluators Rating \_\_\_\_\_ = \_\_\_\_\_

D. Interpersonal Relations (30%) X Evaluators Rating \_\_\_\_\_ = \_\_\_\_\_

Faculty Evaluation Tabulation of Scores.

Section 1 \_\_\_\_\_

Section 2 \_\_\_\_\_

Section 3 \_\_\_\_\_

Section 4 \_\_\_\_\_

Section 5 \_\_\_\_\_

Section 6 \_\_\_\_\_

Section 7 \_\_\_\_\_

Total Evaluation Score: \_\_\_\_\_ Faculty Rating: \_\_\_\_\_

Evaluator Comments (optional):

Faculty Member Comments (optional):

\_\_\_\_\_  
Faculty Member Signature Date

\_\_\_\_\_  
Evaluator Signature Date

\_\_\_\_\_  
Dean's Signature Date

# DEPARTMENT CHAIR PROFESSORIAL NON-INSTRUCTIONAL EVALUATION FORM

\_\_\_\_\_  
Faculty Member Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Rank

\_\_\_\_\_  
Division

\_\_\_\_\_  
Evaluator

\_\_\_\_\_  
Date Evaluation Completed

Faculty will be rated in each section and each sub-section on a scale of 1 – 5.

1 – Improvement Needed

2 – Satisfactory

3 – Strong

4 – Stellar

5 – Superb

The Faculty Overall Evaluation score will be determined by applying the score for each section to its respective percentage chosen by the Faculty, totaled and entered.

A total score of: 0.00 – 1.99 – Improvement Needed

2.00 – 2.99 - Satisfactory

3.00 – 3.99 - Strong

4.00 – 4.49 - Stellar

4.50 - Superb

1. Department Chair Responsibilities: Assistant Professor 45% - 65%
- Department Chair Responsibilities: Associate Professor 45% - 60%
- Department Chair Responsibilities: Professor 45% - 55%

Department Chair Responsibilities/Non-Instructional (combined):

Combined Section 1 Desired Percentage \_\_\_\_ X Evaluator's Rating Total \_\_\_\_ = \_\_\_\_

- 1a. Department Chair Responsibilities: Part (a) and (b) must balance (e.g. 40/60, 45/55, 50/50, etc.

Desired Percentage \_\_\_\_ X Evaluator's Rating Total \_\_\_\_ = \_\_\_\_

A. Leadership (40%) X Evaluator's Rating \_\_\_\_ = \_\_\_\_

B. Administrative Duties (25%) X Evaluator's Rating \_\_\_\_ = \_\_\_\_

C. Curriculum & Assessment (35%) X Evaluator's Rating \_\_\_\_ = \_\_\_\_

- 1b. Non-Instructional Responsibilities

Desired Percentage \_\_\_\_ X Evaluator's Rating Total \_\_\_\_ = \_\_\_\_

Percentages in the following area shall be determined through collaboration between the evaluator and the faculty member. No area may contain less than 10% of the total 100% of the desired percentage.

A. Content Expertise, not less than 20% ( %) X Evaluator's Rating \_\_\_\_ = \_\_\_\_

B. Direct Services, not less than 20% ( %) X Evaluator's Rating \_\_\_\_ = \_\_\_\_

C. Program Design and Management, not less than 20% ( %) X Evaluator's Rating \_\_\_\_ = \_\_\_\_

2. Enrollment Management: 10% - 15%  
Desired Percentage \_\_\_\_ X Evaluator's Rating \_\_\_\_ = \_\_\_\_
3. Professional Development: 5% - 15%  
Desired Percentage \_\_\_\_ X Evaluator's Rating \_\_\_\_ = \_\_\_\_
4. Scholarly Activity: 0% - 10%  
Faculty may choose to not participate in this section. If so they may allocate the 5% to another section.
5. Institutional Involvement: 10% - 15%  
Desired Percentage \_\_\_\_ X Evaluator's Rating \_\_\_\_ = \_\_\_\_
6. Community Service: 0% - 10%  
Faculty may choose to not participate in this section. If so they may allocate the 5% to another section.
7. Professional Standards: 10%  
a. Faculty percentage of overall evaluation is 10% in this area and may not be altered.

Required Percentage 10% X Evaluator's Rating Total \_\_\_\_ = \_\_\_\_

A. Compliance with work rules and regulations (40%) X Evaluator's Rating \_\_\_\_ = \_\_\_\_

B. Adaptability (10%) X Evaluator's Rating \_\_\_\_ = \_\_\_\_

C. Communicative Skills (20%) X Evaluator's Rating \_\_\_\_ = \_\_\_\_

D. Interpersonal Relations (30%) X Evaluator's Rating \_\_\_\_ = \_\_\_\_

Faculty Evaluation Tabulation of Scores.

Section 1 \_\_\_\_  
Section 2 \_\_\_\_  
Section 3 \_\_\_\_  
Section 4 \_\_\_\_  
Section 5 \_\_\_\_  
Section 6 \_\_\_\_  
Section 7 \_\_\_\_

Total Evaluation Score: \_\_\_\_ Faculty Rating: \_\_\_\_

Evaluator Comments (optional):

Faculty Member Comments (optional):

Faculty Member Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_