## **DEPARTMENT CHAIR ASSISTANT INSTRUCTOR EVALUATION FORM**

Faculty Member Name		Departme	ent		
Rank		Division			
Evalua Facult	ator y will be rated in each section 1 – Improvement Needed 2 – Satisfactory 3 – Strong 4 – Stellar 5 – Superb		lluation Completed on a scale of 1 – 5.		
respec	aculty Overall Evaluation score ctive percentage chosen by the score of: 0.00 – 1.99 – Impro 2.00 – 2.99 - Satisfa 3.00 – 3.99 - Strong 4.00 – 4.49 - Stellar 4.50 - Superb	e Faculty, totaled and vement Needed actory	y applying the score f entered.	or each section to its	
1.	Department Chair Responsi Desired Percentage X		tal =		
	A. Leadership (40%) X	Evaluators Rating	=		
	B. Administrative Dutie	es (25%) X Evaluators	Rating =		
	C. Curriculum & Asses	sment (35%) X Evalua	ators Rating=	·	
2.	Enrollment Management: 5% Desired Percentage X		=		
3.	Professional Development: Desired Percentage X		=		
4.	Scholarly Activity: 0% Assistant Instructors may not participate in this section.				
5.	Institutional Involvement: 5% Desired Percentage X		=		
6.	Community Service: 0% Assistant Instructors may no	ot participate in this sec	ction.		
7.	Professional Standards: 10% Faculty percentage Required Percentage 10% X A. Compliance with work ru	of overall evaluation is CEvaluators Rating To	otal =		
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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

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## **DEPARTMENT CHAIR** INSTRUCTOR **EVALUATION FORM**

Faculty Member Name		Department				
Rank		Division				
1 – Imp	llar		uation Completed on a scale of 1 – 5.			
respective perce	erall Evaluation score will be dete entage chosen by the Faculty, to c 0.00 – 1.99 – Improvement Nee 2.00 – 2.99 - Satisfactory 3.00 – 3.99 - Strong 4.00 – 4.49 - Stellar 4.50 - Superb	taled and e		for each section to its		
	ment Chair Responsibilities: 55% d Percentage X Evaluators		ıl =	_		
A.	Leadership (40%) X Evaluators	Rating	=			
B.	Administrative Duties (25%) X E	Evaluators F	Rating =			
C.	Curriculum & Assessment (35%	) X Evaluat	ors Rating	=		
	nent Management: 10% - 15% d Percentage X Evaluators	Rating	=			
	sional Development: 10% - 15% d Percentage X Evaluators	Rating	_=			
a. b.	rly Activity: 0% - 5% Faculty may choose to not partion than 5% to no less than two other the faculty will have to choose but not both.  d Percentage X Evaluators	er sections between #4	except Section #1 Scholarly Activity	•		
	onal Involvement: 5% d Percentage X Evaluators	Rating	=			
a. b.	unity Service: 0% - 5% Faculty may choose to not partion than 5% to no less than two other than faculty will have to choose but not both.  Dercentage X Evaluators	ner sections between #4	except Section #1 Scholarly Activity			
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7. 1	Faculty percentage of overall evaluation is 10% in this area and may not be altered.
F	Required Percentage 10% X Evaluators Rating Total = = = =
Е	3. Adaptability (10%) X Evaluators Rating =
C	C. Communicative Skills (20%) X Evaluators Rating =
D	). Interpersonal Relations (30%) X Evaluators Rating =
Section 1 Section 2 Section 3 Section 4 Section 5 Section 6 Section 7	
Total Eva	luation Score: Faculty Rating:
Evaluato	or Comments (optional):
Faculty l	Member Comments (optional):
Faculty Me	ember Signature Date Evaluator Signature Date
•	Evaluator Signature Date
Dean's Sig	gnature Date

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## **DEPARTMENT CHAIR PROFESSORIAL EVALUATION FORM**

Faculty Member Name			Department				
Rank			Division				
Evalua Faculty	will be in the will be will be in the will be will b	llar			aluation Co n on a scale		
respec	tive perc	erall Evaluation sco entage chosen by the control of the control control of the control of the control control of the control of th	ne Faculty, tot ovement Need factory g ar	aled and	y applying entered.	the score f	or each section to its
1.	Departi	ment Chair Respons ment Chair Respons ment Chair Respons	sibilities: Asso	ciate Pro	fessor 45%		
	Desired	Percentage	X Evaluators F	Rating To	tal =		
	A.	Leadership (40%)	X Evaluators F	Rating _	=		
	В.	Administrative Duti	es (25%) X E	valuators	Rating	=_	
	C.	Curriculum & Asse	ssment (35%)	X Evalu	ators Ratin	g=	
2.		ent Management: 1 Percentage)		Rating	=		
3.		ional Development: Percentage)		Rating	=_		
4.		ly Activity: 0% - 10% Faculty may choos than 5% to no less Percentage>	e to not partici than two othe	r section	s except Se	ection #1.	may allocate no more
5.		onal Involvement: 1 Percentage >		Rating	=		
6.		inity Service: 0% - 1 Faculty may choos than 5% to no less I Percentage;	e to not partici than two othe	r section	s except Se		may allocate no more
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7.	Pro	Faculty percentage of	overall evaluation is 10%	in this area and may no	ot be altered.
	Re A.	quired Percentage 10% X E Compliance with work rules	valuators Rating Total _ s and regulations (40%)	= X Evaluators Rating	_=
	B.	Adaptability (10%) X Evalu	ators Rating =		
	C.	Communicative Skills (20%	6) X Evaluators Rating _	=	
	D.	Interpersonal Relations (30	0%) X Evaluators Rating	=	
Section Section Section Section Section Section	11_ 12_ 13_ 14_ 15_ 16_				
Evalua	ntor (	Comments (optional):			
Facult	у Ме	ember Comments (optional):			-
Faculty	Mei	mber Signature	Date	Evaluator Signature	Date
Dean's	Sigr	nature	 Date		

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## **DEPARTMENT CHAIR PROFESSORIAL NON-INSTRUCTIONAL EVALUATION FORM**

Faculty Member Name			ame Department
Rank			Division
Evaluator			Date Evaluation Completed
	will be i	orov isfa ong Ilar	d in each section and each sub-section on a scale of 1 – 5. ement Needed ctory
respecti	ve perc	enta : 0.0 2.0 3.0	I Evaluation score will be determined by applying the score for each section to its age chosen by the Faculty, totaled and entered.  10 - 1.99 - Improvement Needed 10 - 2.99 - Satisfactory 10 - 3.99 - Strong 10 - 4.49 - Stellar 10 - Superb
	Departi	men	nt Chair Responsibilities: Assistant Professor 45% - 65% nt Chair Responsibilities: Associate Professor 45% - 60% nt Chair Responsibilities: Professor 45% - 55%
	Departi	men	t Chair Responsibilities/Non-Instructional (combined):
	Combir	ned	Section 1 Desired Percentage X Evaluator's Rating Total =
	1a.		partment Chair Responsibilities: Part (a) and (b) must balance (e.g. 40/60, 45/55, /50, etc.
		De	sired Percentage X Evaluator's Rating Total =
		A.	Leadership (40%) X Evaluator's Rating =
		В.	Administrative Duties (25%) X Evaluator's Rating =
		C.	Curriculum & Assessment (35%) X Evaluator's Rating =
	1b.	No	n-Instructional Responsibilities
		Per eva	sired Percentage X Evaluator's Rating Total = rcentages in the following area shall be determined through collaboration between the aluator and the faculty member. No area may contain less than 10% of the total 100% he desired percentage.
		A.	Content Expertise, not less than 20% (%) X Evaluator's Rating =
		В.	Direct Services, not less than 20% (%) X Evaluator's Rating =
		C.	Program Design and Management, not less than 20% (%) X Evaluator's Rating
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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 =
	B. Adaptability (10%) X Evaluator's Rating =
	C. Communicative Skills (20%) X Evaluator's Rating =
	D. Interpersonal Relations (30%) X Evaluator's Rating =
Section Section Section Section Section	Evaluation Tabulation of Scores.  1 1 1 2 1 3 1 4 1 5 1 6 1 7
Total E	valuation Score: Faculty Rating:
Evaluat	or Comments (optional):
Faculty	Member Comments (optional):
Faculty	Member Signature Date Evaluator Signature Date
Dean's	Signature Date
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APPE DEPA PROF NON-INSTRUCTIONAL

August 16, 2013 Typos & formatting corrections