

# 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 \_\_\_\_\_