

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