

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 _____