

DEPARTMENT CHAIR EVALUATION PLAN

_____ Faculty Member Name	_____ Department
_____ Rank	_____ Division
_____ Evaluator	_____ Date Evaluation

Faculty will be rated in each Goal and each element on a scale of 1 – 5.

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

The Faculty Overall Evaluation score will be determined by applying the score for each ISMP Goal to its respective percentage.

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 – 5.0 Exceptional

1. Retention and Completion: 40% - 45%
 Desired Percentage ____ X Evaluator's Rating Total ____ = ____
 A. Leadership (35%) X Evaluator's Rating ____ = ____
 B. Administrative Duties (0% - 10%) X Evaluator's Rating ____ = ____
 C. Curriculum and Assessment (35%) X Evaluator's Rating ____ = ____
 D. Professional Development/Scholarly (5% - 15%) X Evaluator's Rating ____ = ____
 E. Institutional Involvement (0% - 15%) X Evaluator's Rating ____ = ____
2. Conducive Learning Environment: 5%
 Percentage ____ X Evaluator's Rating Total ____ = ____
 A. Leadership (85%) x Evaluator's Rating ____ = ____
 B. Professional Standards (15%) x Evaluator's Rating ____ = ____
3. Improvement and Accountability: 45% - 50%
 Percentage ____ X Evaluator's Rating Total ____ = ____
 A. Leadership (25%) x Evaluator's Rating ____ = ____
 B. Administrative Duties (35%) x Evaluator's Rating ____ = ____
 C. Curriculum Assessment (35%) x Evaluator's Rating ____ = ____
 D. Institutional Involvement (5%) x Evaluator's Rating ____ = ____
4. Visibility and Engagement: 5% - 10%
 A. Collaboration and Outreach
 Percentage ____ X Evaluator's Rating ____ = ____

Faculty Evaluation Tabulation of Scores:

ISMP GOAL 1 _____
ISMP GOAL 2 _____
ISMP GOAL 3 _____
ISMP GOAL 4 _____

Total Evaluation Percentage: _____

Faculty Member Signature Date

Evaluator Signature Date

Dean's Signature Date

This faculty evaluation plan shall be submitted to the evaluator no later than the last duty day of September for each academic year. However, if any changes in any of the agreed upon percentages are desired, it is recommended that the faculty member communicate with the evaluator at the earliest reasonable opportunity and no later than the last duty day in February.