

DEPARTMENT CHAIRPERSON (DC)

RETENTION AND COMPLETION

DC DUTIES

As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Leadership	D.C. must meet all of the following: 1. Provides support for students with resolving problems, when required. 2. Update a departmental 3-year strategic plan in the approved template/format. 3. Periodically visits and observes all department faculty and provides mentorship if necessary.	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does one (1) of the following: 1. Develops an ongoing mentorship program for the department. 2. Organizes departmental convocation for recruitment of undeclared students and retention of declared students based on an established and approved plan. 3. Integrates the institutional mentorship program within the department.	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does two (2) of the following: 1. Develops an ongoing mentorship program for the department. 2. Organizes departmental convocation for recruitment of undeclared students and retention of declared students based on an established and approved plan. 3. Integrates the institutional mentorship program within the department.	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does three (3) of the following: 1. Develops an ongoing mentorship program for the department. 2. Chairs departmental convocation for recruitment of undeclared students and retention of declared students based on an established and approved plan. 3. Integrates the institutional mentorship program within the department. 4. Demonstrates volunteer efforts for departmental improvement.
Curriculum, Course & Program Assessment	D.C. must meet the following: 1. Provides leadership in departmental activities regarding curriculum development, revision, as well as course and program assessment, according to	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does one (1) of the following: 1. Integrates consistency in course syllabi, tools, instructional technology and / or resources in order to meet identified student learning outcomes (SLOs).	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does two (2) of the following: 1. Integrates consistency in course syllabi, tools, instructional technology and / or resources in order to meet identified student learning outcomes (SLOs).	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does three (3) of the following: 1. Integrates consistency in course syllabi, tools, instructional technology and / or resources in order to meet identified student learning outcomes (SLOs).

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Initials: 
RDS FQT
March 10, 2017