

DEPARTMENT CHAIR

SECTION 1: Department Chair Responsibilities (___%) Percentage is based on Workload

Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
Leadership (40%) 5.1 Departmental Operations	<p>In addition to meeting the criteria for <i>Satisfactory</i>, D.C. does the following:</p> <ol style="list-style-type: none"> 1. Conducts a departmental convocation for students. <p>And, one of the following:</p> <p>OR</p> <p>If #1 above is not chosen then the D.C. does three of the following:</p> <ol style="list-style-type: none"> 1. Implements a 3-year or more strategic programmatic plan, course offering and schedules plan with department members. (In this area each plan will equal one of the combination of three requirements and no more than two plans may be used to satisfy the criteria for this performance level.) 2. Takes a leadership role in the DC council of chairs. 3. Develop an ongoing mentorship program for the department. 4. Demonstrate exceptional 	<p>In addition to meeting the criteria for <i>Satisfactory</i>, D.C. does two of the following:</p> <ol style="list-style-type: none"> 1. Adopts a 3-year or more strategic programmatic plan, course offering and schedule plan with department members. (In this area each plan will equal one of the combination of two requirements and two articles may be used to satisfy the criteria for this performance level.) 2. Takes a leadership role in the DC council of chairs. 3. Develops an ongoing mentorship program for the department. 4. Demonstrates exceptional volunteer efforts for departmental improvement during the calendar year. 	<p>In addition to meeting the criteria for <i>Satisfactory</i>, D.C. does one of the following:</p> <ol style="list-style-type: none"> 1. Completes a 3-year or more strategic programmatic plan and schedule plan with department members. 2. Takes a leadership role in the DC council of chairs. 3. Develops an ongoing mentorship program for the department. 4. Demonstrates exceptional volunteer efforts for departmental improvement during the calendar year. 	<p>D.C. must meet all of the following:</p> <ol style="list-style-type: none"> 1. Represents the department at College related activities where appropriate. 2. Collegially and effectively schedules classes / department functions. 3. Facilitates department meetings and follow-up on matters of concern. 4. Collaborate with department members regarding department decisions. 5. Assists with the training and mentoring of new department members. 6. Provides support for students and resolving problems, when required. 7. Periodically visits and observes Department Faculty and provide mento if necessary. 8. Moving issues forward to the Dean if they cannot be resolved at the department level. 9. Provide evidence of the 	<p>D.C. did not reasonably meet the specified criteria for <i>Satisfactory</i> in the following area(s):</p>

	volunteer efforts for departmental improvement during the calendar year.			development of a programmatic 3-year strategic plan that includes course offerings/schedules, budgets, and overall needs of the Department. 10. Be available on campus for consultation and assistance as per the individual's semester schedule.	
Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
Administrative Duties (30%) 5.2 Budget and Inventory	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does three of the following:	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does two of the following:	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does one of the following:	D.C. must meet all of the following:	D.C. did not reasonably meet the specified criteria for

	<ol style="list-style-type: none"> 1. Develops a 3-year or more strategic budget plan with department members. 2. Develops new credit courses through continuing education. 3. Researches, develops, receives, and manages additional funding sources secured by the department. 	<ol style="list-style-type: none"> 1. Develops a 3-year or more strategic budget plan with department members. 2. Develops new credit courses through continuing education. 3. Researches, develops, and receives funding from additional sources. 	<ol style="list-style-type: none"> 1. Develops a 3-year or more strategic budget plan with department members. 2. Develops new credit courses through continuing education. 3. Researches, develops, and submits application for funding from additional sources. 	<ol style="list-style-type: none"> 1. Submits budget to the Dean in a timely manner. 2. Communicates with administration and disseminates appropriate information to department members. 3. Submits required reports on time. 4. Coordinates department programs, curriculum, and catalog statements. 5. Advocates for an adequate department budget and monitors annually. 6. Attends and participates in division and department chairs meetings. 7. Coordinates the daily operation of the department including submittal of department requisitions for supplies, equipment, textbooks and maintenance. 8. Maintains a current inventory of departmental equipment and has available upon request. 	<i>Satisfactory</i> in the following area(s):
Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
Curriculum & Assessment (30%) 5.3 Content Expertise	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does three of the following: <ol style="list-style-type: none"> 1. Integrates consistency in course syllabi, tools, and resources in order 	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does two of the following: <ol style="list-style-type: none"> 1. Integrates consistency in course syllabi, tools, and resources in order to 	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does one of the following: <ol style="list-style-type: none"> 1. Integrates consistency in course syllabi, tools, 	D.C. must meet all of the following: <ol style="list-style-type: none"> 1. Provides leadership in organizing and 	D.C. did not reasonably meet the specified criteria for <i>Satisfactory</i> in the following area(s):

	<p>to meet identified student learning outcomes.</p> <p>2. Receives license or certification.</p> <p>OR</p> <p>Maintains licensure or certification grandfathered for step placement (+).</p> <p>3. Maintains licensure or certification grandfathered for step placement.</p> <p>4. Provides leadership with department members to create alternative course/service delivery methods.</p> <p>5. Demonstrates use of department assessment results to effectuate improvement or change identified in a department strategic plan.</p>	<p>meet identified student learning outcomes.</p> <p>2. Receives license or certification related to the field not required for a satisfactory rating including teacher certification (ie. National Teacher Exam or Guam Certification)</p> <p>OR</p> <p>Maintains licensure or certification.</p> <p>3. Provides leadership with department members to create alternative course/service delivery methods.</p> <p>4. Demonstrates use of department assessment results to effectuate improvement or change identified in a department strategic plan.</p>	<p>and resources in order to meet identified student learning outcomes.</p> <p>2. Receives license or certification related to the field not required for a satisfactory rating including teacher certification (ie. National Teacher Exam or Guam Certification)</p> <p>OR</p> <p>Maintains licensure or certification.</p> <p>3. Provides leadership with department members to create alternative course/service delivery methods.</p> <p>4. Demonstrates use of department assessment results to effectuate improvement or change identified in a department strategic plan.</p>	<p>proposing curriculum development programs for the department and in coordinating presentation of revisions and/or new programs to the Learning Outcomes Committee.(as appropriate for non-instructional DC)</p> <p>2. Facilitates, guides, and ensures that department assessment goals and college-wide deadlines are met.</p> <p>3. Facilitates and serves as a member of the appropriate departmental Advisory Committee.</p> <p>4. Maintains current information in the field of assignment.</p> <p>5. Collects syllabi from faculty teaching courses for the department. Reviews and approves such syllabi and submits electronically to the Dean.</p>	
--	--	--	--	--	--