

## APPENDIX G-11: DEPARTMENT CHAIR/PROGRAM COORDINATOR EVALUATION

As per Article 12.K.8, the evaluation instrument below was developed for Department Chairs/Program Coordinators in mutual agreement with the Association and the District. New Chairs/Coordinators will first be evaluated annually during the spring semester of each year. After the first two years, if the Chair/Coordinator has overall met or exceeded expectations, then s/he may be evaluated once every three years during the spring semester.

Each Department Chair/Program Coordinator will have the opportunity to complete the evaluation below as part of their Self Evaluation. In addition, department faculty members, staff (where appropriate), and School Dean will also have the opportunity to complete the evaluation of the Chair/Coordinator through an electronic survey, and results will be available to both the Chair/Coordinator as well as School Dean. The School Dean will include all collected survey results (including numerical data as well as narrative) and Self Evaluation in the Summary section at the end of this evaluation instrument, to be discussed during a Review Conference. If a Chair/Coordinator receives an overall assessment of “needs improvement” or “unsatisfactory”, recommendations for improvement may be provided.

The evaluator is requested to please rate the evaluatee as well as complete a narrative for each section of the evaluation in the evaluation instrument below.

<b>Evaluatee:</b>	<b>Department:</b>
<b>Evaluator:</b>	<b>Date:</b>

Department Chair/ Program Coordinator Duties	Meets/Exceeds Expectations	Needs Improvement	Unsatisfactory	Not Applicable/Unable to Assess
<b>Leadership</b>				
Collaborates with Department or Program faculty, staff (where appropriate), and administration to create a unified vision for the Department/Program, including program expansion, modification, and compliance (e.g., external accreditation and program advisory committees)				
<b>Narrative (Leadership):</b>				
<b>Curriculum</b>				
Reviews and approves: <ul style="list-style-type: none"> <li>department curriculum (i.e., modifications, additions, deletions) to be forwarded to the Academic Senate’s Curriculum Committee</li> <li>course pathways and sequencing</li> <li>textbook selection coordination</li> </ul>				
<b>Narrative (Curriculum):</b>				

Department Chair/ Program Coordinator Duties	Meets/Exceeds Expectations	Needs Improvement	Unsatisfactory	Not Applicable/Unable to Assess
<b>Scheduling</b>				
Drafts and reviews the class schedule in response to District guidelines and parameters, distributes class schedules to faculty, makes recommendations regarding staffing of sections and off-site locations (e.g., clinical), and arranges for substitutes when needed				
<b>Narrative (Scheduling):</b>				
<b>Staffing</b>				
Coordinates staffing to include: <ul style="list-style-type: none"> <li>• full-time faculty recommendations to the Academic Staffing Committee</li> <li>• adjunct staffing to Human Resources</li> <li>• faculty job announcements and recruiting materials</li> <li>• employment screening materials, scheduling of interviews, selection, and possible reference checks</li> <li>• mentoring as related to instructional pedagogy, classroom management, academic integrity, and college environment</li> </ul>				
<b>Narrative (Staffing):</b>				
<b>Evaluation</b>				
Provides input into the evaluation of classified staff (where appropriate) and coordinates the evaluation of adjunct faculty with support from fellow department faculty members and administration				
<b>Narrative (Evaluation):</b>				

Department Chair/ Program Coordinator Duties	Meets/Exceeds Expectations	Needs Improvement	Unsatisfactory	Not Applicable/Unable to Assess
<b>Planning</b>				
Coordinates program and budget reviews; annual budgets, expenditures, and augmentations; equipment maintenance, repair, and replacement; and other related activities (e.g., recruitment and community outreach), including facility needs				
<b>Narrative (Planning):</b>				
<b>Operational</b>				
Reviews and approves department-related information and forms (e.g., catalog, tenure committee report, evaluation, prerequisite challenge, course substitution, guest lecturer, field trip, travel authorization, grade dispute, website, minimum qualifications, adjunct leaves, adjunct grievances, time sheets)				
<b>Narrative (Operational):</b>				

**Summary of Collected Data and Comments:** (to be completed by the School Dean and must include summary reference to numerical results as well as narrative provided by department faculty, staff, and School Dean, to be discussed in a Review Conference; may also be used by the Department Chair/Program Coordinator to summarize their Self Evaluation)

**Overall Assessment:**

Meets/Exceeds Expectations

Needs Improvement

Unsatisfactory

---

**Signature of School Dean or Designee**

**Date**

Evaluatee's signature does not necessarily imply agreement. It is merely an acknowledgement that the complete report has been read, including all evaluations and the summary report. Evaluatee may submit a written reaction within ten working days of receipt of this evaluation report to the School Dean. The written statement will be filed with the Department Chair/Program Coordinator Evaluation summary report completed by the School Dean.

---

**Signature of Department Chair/Program Coordinator (Evaluatee)**

**Date**