|  |
| --- |
| 406B2 0 1 9 - 2 0 2 2 F A C U L T Y C O N T R A C T |
| 407BH.10: DEPT. CHAIR |  |
| 408BAdjunct | 409BProb. | 410BRegular | 411BDept. Chair | 412B◼ Department Chair Evaluation Report (Administrative Evaluation) ◼ |
|  |  |  | 413Bx | 414B◼ Mt. San Antonio College ◼ |

Department:       Date:

Name(s):       Division:

|  |
| --- |
| **Rating:** |
|  |  | **1** | **Performance exceeds the standard** (Used to commend the recipient for performance above the expected) |
|  |  |  |  |
|  |  | **2** | **Performance meets the standard**  (Used to acknowledge satisfactory performance of duties and responsibilities)  |
|  |  |  |  |
|  |  | **3** | **Improvement recommended** (Used to warn the recipient that performance is below what is expected) |
|  |  |  |  |
|  |  | **4** | **Performance does not meet the standard** (used for unacceptable performance) |
|  |  |  |  |
|  |  | **5** | **Not applicable/insufficient data** |
|  |  |  |  |
| Any rating other than ‘Performance meets the standard’ (#2) must be accompanied by an explanatory remark by the evaluator.Remarks or specific suggestions for change optional in “comments” space provided.  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| **A.** | **ADMINISTRATIVE RESPONSIBILITIES Rating:** | **1** | **2** | **3** | **4** | **5** |
|  | Gathers, organizes, and analyzes information and data to prepare required reports. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  |  |  |  |  |  |
|  | Utilizes established formats in preparing reports. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  |  |  |  |  |  |
|  | Meets College timelines for submission of required reports and requests for resources. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  |  |  |  |  |  |
|  | Submits course schedules and adjustments in accordance with established priorities,  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | timelines, and contract limits. |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Reviews, revises, and updates course outlines of record for all courses within the  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  department, following established College procedures and timelines. |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Oversees, coordinates, develops, and provides for departmental approval of new  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  course offerings within the department. |  |  |  |  |  |
|  |  **ADMINISTRATIVE RESPONSIBILITIES SUMMARY:** | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | Comments:       |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **B.** | **AVAILABILITY Rating:** | **1** | **2** | **3** | **4** | **5** |
|  | Posts and regularly holds department chair office hours. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  |  |  |  |  |  |
|  | Regularly meets with the division dean regarding department issues, budgets, and  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  planning agendas. |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Serves as initial contact to address student requests and complaints. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  |  |  |  |  |  |
|  | Responds appropriately and in accordance with the law with parents, other relatives,  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  friends, or any person or agency regarding individual student issues. |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Represents the department at division, advisory, and campus committee meetings. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  |  |  |  |  |  |
|  | Is accessible to students, staff, and division administrators the week prior to the start  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  of the primary terms. |  |  |  |  |  |
|  |  **AVAILABILITY SUMMARY:** | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | Comments:       |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **C.** | **COMPLIANCE WITH POLICIES Rating:** | **1** | **2** | **3** | **4** | **5** |
|  | Participates in full time faculty hiring, assignment, orientation, and evaluation | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  processes.  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Represents the departments in the development of position requests, hiring | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  announcements, and the selection process for faculty recruitments. |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Facilitates the assignment of department members to serve on tenure evaluation | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  committees and participates in the tenure evaluation committees for all probationary |  |  |  |  |  |
|  |  faculty within the department. |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Reviews and updates curriculum as needed to maintain articulation agreements with | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  other academic institutions, to meet program accreditation standards (if applicable) and |  |  |  |  |  |
|  |  to align with industry standards (if applicable).  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Facilitates collaborative curriculum review and approval processes in department (and  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  advisory, if applicable) meetings according to established procedures. |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Maintains a respectful working relationship with faculty and classified staff. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  |  |  |  |  |  |
|  | Assists and advises the division administrators in the implementation of College  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  policies and procedures within the department. |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Conducts and organizes the recruitment, maintenance of an adjunct pool, hiring,  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  orientation, assignment, and evaluation of adjunct faculty within the Department, |  |  |  |  |  |
|  |  adhering to all faculty evaluation procedures, guidelines, and timelines. |  |  |  |  |  |
|  |  **COMPLIANCE SUMMARY:** | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | Comments:       |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **D.** | **LEADERSHIP Rating:** | **1** | **2** | **3** | **4** | **5** |
|  | Facilitates monthly meetings that encourage collaborative department decision-making | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  and response to College initiatives. |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Regularly brings department business as well as college-wide issues and directions to  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  department meetings for discussion. |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Represents departmental issues, planning priorities, needs, and responses at | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  Division and advisory committee meetings. |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Facilitates the collaborative development, revision, and monitoring of student learning | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  and other outcomes for both courses and programs annually with the aid and consent |  |  |  |  |  |
|  |  of department members. |  |  |  |  |  |
|  |  **LEADERSHIP SUMMARY:** | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | Comments:       |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **E.** | **RESPONSIBILITIES Rating:** | **1** | **2** | **3** | **4** | **5** |
|  | Submits required reports (including scheduled course offerings, PIE, and adjunct | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  evaluation summaries) within established timelines. |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Submits department reviewed and approved curriculum within established timelines. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  |  |  |  |  |  |
|  | Adheres to all faculty evaluation procedures and timelines. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  |  |  |  |  |  |
|  | Submits department and advisory meeting minutes within established timelines. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  |  |  |  |  |  |
|  | Monitors department budgets, needs, equipment, and supplies. | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  |  |  |  |  |  |
|  | Completes budget process (including planning, reviewing, and expenditures) within  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | established timelines. |  |  |  |  |  |
|  | Organizes and facilitates department meetings that keep faculty in the department | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | informed on departmental as well as college-wide issues. |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Performs such other duties and responsibilities that require department involvement as | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | mutually agreed to by the department chair and the division dean. |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  **RESPONSIBILITY SUMMARY:** | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | Comments:       |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Rating:** | **1** | **2** | **3** | **4** | **5** |
| **F.** | **OVERALL SUMMARY OF DEPARTMENT CHAIR EVALUATION**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | Comments:       |
|  |  |
| **G.** | **COMMENTS BY DEPARTMENT CHAIR(S)** [optional]**:**  |
|  |  |
| **H.** | **SIGNATURES:**Signature of Evaluator:

|  |  |  |
| --- | --- | --- |
|       |  |       |

Division Administrator DateSignature of Evaluatee(s):

|  |  |  |
| --- | --- | --- |
|       |  |       |

Department Chair or Co-chair(s) Date

|  |  |  |
| --- | --- | --- |
|       |  |       |

Department Co-Chair(s)

|  |  |  |
| --- | --- | --- |
|       |  |       |

Reviewed by:

|  |  |  |
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|       |  |       |

Appropriate Vice President Date |
|  | **Distribution** |
|  | Department Chair(s)Division OfficeVice President of InstructionHuman Resources8/04, 7/05; 7/06; 708; 4/11, 5/15 |