|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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. | | | |

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| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| **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 Date  Signature of Evaluatee(s):   |  |  |  | | --- | --- | --- | |  |  |  |   Department Chair or Co-chair(s) Date   |  |  |  | | --- | --- | --- | |  |  |  |   Department Co-Chair(s)   |  |  |  | | --- | --- | --- | |  |  |  |   Reviewed by:   |  |  |  | | --- | --- | --- | |  |  |  |   Appropriate Vice President Date | | | | | |
|  | **Distribution** | | | | | |
|  | Department Chair(s)  Division Office  Vice President of Instruction  Human Resources  8/04, 7/05; 7/06; 708; 4/11, 5/15 | | | | | |