|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 233B2 0 1 9 - 2 0 2 2 F A C U L T Y C O N T R A C T | | | | |
| 234BH.1.b: PEER - CHAIR | | | |  |
| 235BAdjunct | 236BProb. | 237BRegular | 238BDept. Chair | 239B◼ Peer Evaluation – Department Chair ◼ |
|  |  |  | 240Bx | 241B◼ Mt. San Antonio College ◼ |

|  |  |  |
| --- | --- | --- |
| **To:** |  | |
| **From:** |  | , Division Dean |
| **Date:** |  | |
| **Subject:** | Evaluation of Department Chair | |

As we begin the process of evaluating       this year, I would like to ask for your help in assessing his/her contribution to our department and to the Mt. SAC community. Responses in any or all of the following categories are optional and confidential.

Please return this form to the Division Office no later than the eighth week of the spring semester. Thanks for your help!

|  |  |  |  |
| --- | --- | --- | --- |
| **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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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **Rating:** | | | | **1** | **2** | **3** | **4** | **5** |
| **A.** | | Is responsive to department input. | | | |  |  |  |  |  |
|  |  |  |  |  |
| **B.** | | Communicates effectively with faculty and staff. | | | |  |  |  |  |  |
|  | | | | |
| **C.** | | Represents department requests at the Division level. | | | |  |  |  |  |  |
|  |  |  |  |  |
| **D.** | | Adheres to department meeting start and end times. | | | |  |  |  |  |  |
|  |  |  |  |  |
| **E.** | | Facilitates department meetings effectively. | | | |  |  |  |  |  |
|  | |  | | | |  |  |  |  |  |
| **F.** | | Is available and receptive to faculty and staff. | | | |  |  |  |  |  |
|  | |  | | | |  |  |  |  |  |
| **G.** | | Treats all department members equally and fairly. | | | |  |  |  |  |  |
|  | |  | | | |  |  |  |  |  |
| **H.** | | Conveys information in a timely manner. | | | |  |  |  |  |  |
|  | |  | | | |  |  |  |  |  |
| **I.** | | Meets campus deadlines. | | | |  |  |  |  |  |
|  | |  | | | |  |  |  |  |  |
| **J.** | | Provides comprehensive reports on Division meetings. | | | |  |  |  |  |  |
|  | |  | | | |  |  |  |  |  |
| **K.** | | **Overall summary of department chair evaluation.** | | | |  |  |  |  |  |
| **L.** | | Comments | | | | | | | | | |
|  | |  | | | | | | | | | |
| **M.** | | **Signature:** | | | | | | | | | |
|  | | Observer: | |  | Date: |  | | | | | |
|  | | **Distribution:**  Department chair - Summary  Division Office  Human Resources - Summary  7/06; 7/08; 7/14 | | | | | | | | | |