

2019 - 2022 FACULTY CONTRACT

H.1.b: PEER - CHAIR

Adjunct	Prob.	Regular	Dept. Chair
			X

■ **Peer Evaluation – Department Chair** ■

■ **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 their 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.

	Rating:	1	2	3	4	5
A. Is responsive to department input.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B. Communicates effectively with faculty and staff.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
C. Represents department requests at the Division level.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D. Adheres to department meeting start and end times.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
E. Facilitates department meetings effectively.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
F. Is available and receptive to faculty and staff.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
G. Treats all department members equally and fairly.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
H. Conveys information in a timely manner.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
I. Meets campus deadlines.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
J. Provides comprehensive reports on Division meetings.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
K. Overall summary of department chair evaluation.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

L. Comments

M. Signature:

Observer: _____ Date: _____

Distribution:

Department chair - Summary
Division Office
Human Resources - Summary
7/06; 7/08; 7/14