

DIVISION CHAIR ADMINISTRATIVE EVALUATION						
Division Chair's Name:	Date:			Division		
Evaluator's Name:	EX = Exceeds Expectations			UN = Unsatisfactory		
	MT = Meets Expectations			NA = Not Applicable		
	NI = Needs Improvement			NO = Not Observed		
NOT ALL CRITERIA SECTIONS ARE EQUAL IN WEIGHT.						
EVALUATION CRITERIA						
Knowledge and Experience	EX	MT	NI	UN	NA	NO
1. Complies with federal, state and local policies/regulations as related to areas of responsibility.						
2. Ensures the Division meets Accreditation Standards						
3. Manages the division's budget effectively.						
4. Adheres to District personnel policies and collective bargaining agreements and implements them effectively within areas of responsibility.						
5. Demonstrates familiarity in the areas assigned.						
Narrative Comments (Required for EX, MT, NI or UN):						
Planning and Organizing	EX	MT	NI	UN	NA	NO
6. Plans and advocates effectively for programs and services within assigned area of responsibility.						
7. Ensures that Program Review is complete, informative and submitted in a timely fashion.						
8. Utilizes Program Review to identify needs and recommend changes based on data.						
9. Incorporates SLOs/PLOs data into division discussion of student success, curriculum and resource requests.						
10. Develops student-focused schedule utilizing FTEF allocation.						
11. Submits schedule rollovers and changes by the deadlines mutually-agreed upon between the Division Chairs and Administration.						
12. Tracks faculty workloads and oversees absence reporting						
Narrative Comments (Required for EX, MT, NI or UN):						

Leadership and Management	EX	MT	NI	UN	NA	NO
13. Ensures that course outlines are developed, reviewed and updated as per policy/regulation						
14. Assumes responsibility for the completion of assigned tasks and is accountable for actions taken.						
15. Actively participates in the college's shared governance process.						
16. Effectively chairs all meetings including the division meetings and hiring committees.						
17. Completes evaluations as per policy/collective bargaining agreement.						
18. Recognizes accomplishments of others.						
19. Fosters a consistent, productive work environment and builds morale.						
20. Counsels, guides and evaluates faculty and staff accurately in a timely manner.						
21. Consults and communicates with administrator(s).						
22. Supports academic freedom and encourages academic excellence.						
23. Collaboratively develops ideas and solutions to problems.						
24. Works with faculty and staff to implement improvements, district priorities, and mandates.						
25. Demonstrates initiative and creativity in problem solving activities within areas of responsibility.						
26. Creates environment that supports innovation and student success.						
27. Retains copies of syllabi and other course materials as required by Title 5/accreditation.						
28. Manages conflicts fairly and equitably in accordance with college policies and regulations.						
29. Manages students' requests and complaints fairly, equitably and in a timely manner.						
30. Responds promptly to queries, requests for assistance and project/tasks assigned.						
Narrative Comments (Required for EX, MT, NI or UN):						
Oral and Written Communication	EX	MT	NI	UN	NA	NO
31. Expresses views clearly and logically in written and oral communications.						
Narrative Comments (Required for EX, MT, NI or UN):						

When determining the overall rating, please note:

The Evaluation Criteria cannot be averaged because the criteria are not equal in weight. The evaluator shall explain the relative weight assigned to each of the criteria sections in the Summary Evaluation below.

____ Exceeds professional standards	
____ Meets professional standards	
____ Needs to improve	
____ Unsatisfactory performance	

Summary evaluation including commendations and recommendations

[Empty space for summary evaluation including commendations and recommendations]

SIGNATURES:

Peer Chair _____ Date _____

CSEA Member _____ Date _____

Full-time Faculty _____ Date _____

Adjunct Faculty _____ Date _____

Evaluatee _____ Date _____

Signature of evaluatee does not constitute an endorsement of the evaluation. The evaluatee has the right to submit written comments regarding this evaluation for his/her file.

- Original copy must be forwarded to Human Resources for the evaluatee's personnel file.
- A copy is provided to the evaluatee.
- A copy may be kept on file in the evaluator's office.
- In the case of evening faculty, a copy may be kept in the Instructional Services Office.