

Glendale Community College District Division Chair Administrative Evaluation Form

Name: _____	Division: _____	M/E	N	U	N/A
Knowledge and Experience					
Is knowledgeable about federal, state and local policies and regulations as related to area of responsibility.					
Understands District budget goals and implements effectively within area of responsibility.					
Understands District personnel policies and implements them effectively within the area of responsibility.					
Demonstrates technical competency in the areas of assignment.					
Planning and Organizing					
Plans and advocates effectively for programs and services within assigned area of responsibility.					
Demonstrates organizational and planning skills in making proposals and taking action.					
Identifies needs, analyzes plans to meet needs, coordinates work effectively utilizes staff and equipment.					
Develops achievable objectives.					
Effectively schedules courses to meet the needs of students.					
Tracks instructional loads and oversees absence reporting.					
Prepares and revises division course outlines.					
Leadership Qualities					
Assumes responsibility to carry out assigned tasks and is accountable for actions taken.					
Understands, supports, and participates in the colleges shared governance process.					
Effectively chairs division, meeting and hiring committees.					
Supervisory Skill					
Recognizes staff accomplishments.					
Fosters a consistent, productive work environment, and builds morale.					
Counsels, guides and evaluates faculty and staff accurately and in a timely manner.					
Initiative and Creativity					
Supports academic freedom and encourages academic excellence.					
Collaboratively develops ideas and solutions to problems and follows through to coordinate implementation.					
Demonstrates initiative and creativity in problem solving activities within realm of responsibility.					
Develops and implements new methods and ideas.					
Decision Making					
Handles staff disagreements and conflicts fairly, equitably and in a timely manner.					
Handles students' requests and complaints fairly, equitably and in a timely manner.					
Makes decisions based upon sound research and appropriate staff input; foresees and evaluates impact of decisions.					
Maintains a total college perspective in reaching decisions.					

Oral and Written Communication				
Expresses views clearly and logically in written and oral communication.				
Provides prompt response/action to queries, requests for assistance and project/tasks assigned.				
Works effectively with subordinates, peers, superiors, other faculty and staff and community as appropriate.				

Note: Please attach an additional sheet to explain and/or provide specific examples to support any rating of “N” or “U”.

Chair/Peer Signature

Date

CSEA Signature

Date

Full-time Faculty Signature

Date

Adjunct Faculty Signature

Date