

**SAN LUIS OBISPO COMMUNITY COLLEGE DISTRICT  
CUESTA COLLEGE**

**VICE PRESIDENT/DEAN/DIRECTOR/DIVISION CHAIR EVALUATION OF  
COORDINATOR/ASSISTANT DIRECTOR FORM**

This form is to be used for all relevant parts of the evaluation process. The processes and procedures that govern Coordinators' and Assistant Directors' evaluations are set forth in Article VII of the District/CCFT Collective Bargaining Agreement.

<b>Division:</b>		<b>Dean:</b>	
<b>Director or Division Chair:</b>		<b>Date:</b>	
<b>Coordinator or Assistant Director:</b>			

**INSTRUCTIONS FOR EVALUATORS:**

1. The attached forms are to be used in the evaluation of the performance of a Coordinator or Assistant Director. The ratings to be utilized to rank the evaluation criteria are defined below.
2. Each Coordinator/Assistant Director being evaluated is expected to achieve a ranking of "satisfactory" or better. Evaluators must comment fully and specifically when an evaluation of "needs improvement" or "unsatisfactory" is made.
3. Each Coordinator/Assistant Director will be evaluated according to the individual job responsibilities outlined in the agreement development by the Coordinator/Assistant Director and the Division Chair/Director at the start of the school year. A copy of that agreement is attached.

Comment fully and specifically on an overall rankings marked "needs improvement" or "unsatisfactory" in the "Comments" portion of the last section.

**RANKING CRITERIA DEFINITIONS:**

- |          |                           |   |
|----------|---------------------------|---|
| <b>A</b> | <b>EXCELLENT:</b>         | Performance is outstanding.                   |
| <b>B</b> | <b>GOOD:</b>              | Performance consistently exceeds standards.   |
| <b>C</b> | <b>SATISFACTORY:</b>      | Performance meets standards.                  |
| <b>D</b> | <b>NEEDS IMPROVEMENT:</b> | Performance is below standards.               |
| <b>E</b> | <b>UNSATISFACTORY:</b>    | Performance is significantly below standards. |

**Applicable Signatures**

\_\_\_\_\_  
Coordinator/Assistant Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President/Dean/ Director/Division Chair

\_\_\_\_\_  
Date

(The above signed individuals have read and understand this evaluation. Coordinator/Assistant Director's signature acknowledges receipt of a copy of the evaluation document.)

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CUESTA COLLEGE**

**VICE-PRESIDENT/DEAN/DIRECTOR/DIVISION CHAIR  
EVALUATION OF COORDINATOR/ASSISTANT DIRECTOR**

<b>DUTIES</b>									
Based upon the attached description of the Coordinator/Assistant Director duties, make comments below in sections 1-4; in section 5, make an overall evaluation based on the ranking criteria definitions (A-E). Attach additional pages if necessary.									
1.	What do you feel are the strengths of the Coordinator/Assistant Director?								
2.	In what areas do you feel improvement can be made in the performance of the Coordinator/Assistant Director?								
3.	Describe any external factors that you feel inhibit the performance of the duties of the Coordinator/Assistant Director?								
4.	Make any other comments you would like to offer regarding the role of the Coordinator/Assistant Director.								
<b>OVERALL EVALUATION RANKING</b>					<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
5.	Make an overall evaluation (A-E) of your role based upon the ranking definitions on the first page.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment fully and specifically, **if the overall evaluation is marked “needs improvement” or “unsatisfactory.”** Attach additional pages if necessary.

**COMMENTS:**