

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

DIVISION CHAIR SELF-EVALUATION FORM

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

Division:		Dean:	
Chair:		Date:	

INSTRUCTIONS FOR EVALUATORS:

1. The attached forms are to be used in the evaluation of the performance of a Division Chair. The ratings to be utilized to rank the evaluation criteria are defined below. Rate each applicable section for the Division Chair who is being evaluated.
2. Each Division Chair being evaluated is expected to achieve a ranking of “satisfactory” or better for each and every criterion in each section. A Division Chair must be marked “satisfactory” or better for each section as a whole in order to receive a ranking of “satisfactory” or better for the overall evaluation.
3. The evaluator is to mark all criteria in each of the applicable sections for the Division Chair who is being evaluated. Indicate the ranking for each criteria by placing an “✓” in the appropriate box. Mark the N/A column if a particular criteria does not apply or if the evaluator is unable to assess a particular criteria.

In addition to the individual marks for each applicable criteria, comment fully and specifically on each criteria that is marked “needs improvement” or unsatisfactory” in the “Comments” portion of the last section.

RANKING CRITERIA DEFINITIONS:

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

Signature

Division Chair

Date

Attach additional pages if necessary.

26. What do you feel are your strengths as division chair?

27. In what areas do you feel improvement can be made in your performance as division chair?

28. Describe any external factors that you feel inhibit your performance as division chair?

29. Make any other comments that you would like to offer regarding your role as chair.

	A	B	C	D	E
OVERALL ASSESSMENT	<input type="checkbox"/>				

Comment fully and specifically, justifying any sections marked "needs improvement" or "unsatisfactory." Comments shall include a statement of overall assessment. **Attach additional pages if necessary.**

COMMENTS: