

**SAN LUIS OBISPO COMMUNITY COLLEGE DISTRICT – CUESTA COLLEGE
EVALUATION OF DIVISION CHAIR**

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. This form is 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.
2. Each Division Chair being evaluated is expected to achieve a ranking of “meets standards” or better for each criterion.
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 criterion by placing an “✓” in the appropriate box. Mark the N/A column if a particular criterion does not apply or if the evaluator is unable to assess particular criteria.

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

4. If the evaluator marks 10 or more criteria as “needs improvement” then the overall evaluation shall automatically be considered “unsatisfactory.”

RANKING CRITERIA DEFINITIONS:

- | | |
|---------------------------|---|
| EXCELS: | Performance is highly effective. |
| MEETS STANDARDS | Performance is consistently effective. |
| NEEDS IMPROVEMENT: | Performance is not consistently effective. |
| UNSATISFACTORY: | Performance is significantly below standards. (overall rating only) |

**SAN LUIS OBISPO COMMUNITY COLLEGE DISTRICT – CUESTA COLLEGE
EVALUATION OF DIVISION CHAIR**

| DUTIES | N/A | Exceeds expectations | Meets expectations | Needs Improvement |
|---|--------------------------|-----------------------------|---------------------------|--------------------------|
| 1. Coordinates the selecting, requisitioning, and receiving of supplies, equipment, textbooks, and library materials. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Recruits and selects hourly personnel for division vacancies. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Monitors and coordinates the use of division classrooms and equipment by division personnel. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Supervises the routine security, upkeep, repair, and replacement of facilities and equipment. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Consults with division faculty and staff about division and college concerns. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Represents the concerns of the division faculty and staff at the dean level. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Supervises division classified, hourly, and student personnel. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Gathers budget requests from division personnel for the formulation of the annual budget. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Monitors expenditures and communicates current budget status to division personnel. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Consults with division faculty on course offerings in formulating recommendations for the class schedule. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Serves as an instructional leader in the development revision of division curricula. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Conducts division meetings on a regular basis. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Participates in the selection of division personnel as outlined by Board policies. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Coordinates the formation of evaluation Committees. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Adheres to timelines/deadlines for evaluations, schedules, curriculum, and unit plan development. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Treats students, faculty, and staff respectfully. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Works cooperatively and effectively with faculty and staff in the division/service area. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Maintains timely and effective communication with staff and faculty about division matters" | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Works with division members on the development of program review reports and other planning documents. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comment fully and specifically, elaborating on criteria marked "needs improvement." Comments shall include a statement of overall assessment. Attach additional pages if necessary.

COMMENTS:

| | Exceeds expectations | Meets expectations | Needs Improvement | Unsatisfactory |
|---|-----------------------------|---------------------------|--------------------------|--------------------------|
| OVERALL ASSESSMENT (10 or more "needs improvement" selections automatically trigger an unsatisfactory rating) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

20. What do you feel are the strengths of the division chair? (Commendations)

21. In what areas do you feel improvement can be made in the performance of the division chair? (Recommendations)

22. Make any other comments that you would like to offer regarding the chair's performance. (Considerations)

23. What could the district do to better support the chair in their role?