**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.

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| **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** |

**SAN LUIS OBISPO COMMUNITY COLLEGE DISTRICT**

**CUESTA COLLEGE**

**DIVISION CHAIR SELF-EVALUATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DUTIES** | **N/A** | **A** | **B** | **C** | **D** | **E** |
| 1. Coordinates the selecting, requisitioning, and receiving of supplies, equipment, textbooks, and library materials. |  |  |  |  |  |  |
| 2. Recruits and selects hourly and student personnel for division vacancies. |  |  |  |  |  |  |
| 3. Monitors and coordinates the use of division classrooms and equipment by division personnel. |  |  |  |  |  |  |
| 4. Supervises the routine security, upkeep, repair, and replacement of facilities and equipment. |  |  |  |  |  |  |
| 5. Consults with division faculty about division and college concerns. |  |  |  |  |  |  |
| 6. Represents the concerns of the division faculty and staff at the dean level. |  |  |  |  |  |  |
| 7. Supervises division classified, hourly, and student personnel. |  |  |  |  |  |  |
| 8. Gathers budget requests from division personnel for the formulation of the annual budget. |  |  |  |  |  |  |
| 9. Monitors expenditures and communicates current budget status to division personnel. |  |  |  |  |  |  |
| 10. Participates with dean in the development of course offerings and scheduling of classes, including assignment of personnel, class times, faculty loads, and room assignments. |  |  |  |  |  |  |
| 11. Consults with division faculty on course offerings in formulating recommendations for the class schedule. |  |  |  |  |  |  |
| 12. Serves as an instructional leader in the development/revision of division curricula. |  |  |  |  |  |  |
| 13. Conducts division meetings on a regular basis. |  |  |  |  |  |  |
| 14. Participates in academic cluster meetings called by the dean. |  |  |  |  |  |  |
| 15. Participates in the selection of division academic personnel as outlined by Board policies. |  |  |  |  |  |  |
| 16. Participates in the selection and evaluation of division classified personnel. |  |  |  |  |  |  |
| 17. Consults with the dean concerning any expenditure needs outside the division budget. |  |  |  |  |  |  |
| 18. Consults with the dean concerning all fund-raising activities, projects, or grant applications. |  |  |  |  |  |  |
| 19. Coordinates the peer review process for full and part-time faculty. |  |  |  |  |  |  |
| 20. Coordinates the formation of the Division Tenure Committees. |  |  |  |  |  |  |
| 21. Adheres to time lines/deadlines for evaluations, schedules, curriculum, and unit plan development, and consults with faculty regarding those matters. |  |  |  |  |  |  |
| 22. Treats students, colleagues, and staff respectfully. |  |  |  |  |  |  |
| 23. Works cooperatively and effectively with faculty and staff in the division/service area. |  |  |  |  |  |  |
| 24. Complies with provisions of the faculty contract relative to the Division Chair role. |  |  |  |  |  |  |
| 25. Works with division members on the development of program review reports, the Five Year Master Plan, and other planning documents. |  |  |  |  |  |  |

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** |
| **O****VERALL ASSESSMENT** |  |  |  |  |  |

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:**