

Department Operations

MCC Department Chair Evaluation



Instructions

Per section D.1.7 of the RFP, "Each Department/Division Chair shall be evaluated in the spring of each year in a manner prescribed by the appropriate Vice President. The evaluation shall include a review of the current year as well as planning parameters for the following year. Additionally, each Department/Division Chair shall be evaluated annually by the Faculty members in the Department/Division in a manner to be specified in the College Plan."

This chair evaluation survey was approved by Faculty Senate and signed by the college President in 2016 (See [MOU](#)). Responses are anonymous, and chairs will not see raw data or individual comments. Data will be aggregated and comments summarized by the appropriate dean to protect respondent identity. The aggregated and summarized data will be used to perform an in-person evaluation between the Department Chair and their respective Dean.

This survey consists of four screens and ten questions. Thank you for completing an evaluation for:

Department: $\{e://Field/Department\}$

Chair: $\{e://Field/Chair\}$

Using the scale below, please rate the performance of this Chairperson in the following areas of **Departmental Operations**:

	Outstanding	Good/Satisfactory	Needs Improvement	Poor
Communicates department/college business	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conducts regularly scheduled department meetings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coordinates the schedule building/staffing process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exercises consistency in the enrollment process by following College/District processes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Follows policy in handling student complaints	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Outstanding	Good/Satisfactory	Needs Improvement	Poor
Resolves conflicts within the department	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What do you think the department chair does well with respect to **Department Operations**?

What would you like to see changed or improved within **Department Operations**? Explain why or give examples for improvement.

College Expectations

Department: $\{e://Field/Department\}$

Chair: $\{e://Field/Chair\}$

Using the scale below, please rate the performance of this Chairperson in the following areas of **College Expectations**:

	Outstanding	Good/Satisfactory	Needs Improvement	Poor
Coordinates and produces a department plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advocates for the department	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promotes accountability and department/college-wide committee membership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What do you think the department chair does well with respect to **College Expectations**?

What would you like to see changed or improved within **College Expectations**? Explain why or give examples for improvement.

Improvement of Instruction

Department: $\{e://Field/Department\}$

Chair: $\{e://Field/Chair\}$

Using the scale below, please rate the performance of this Chairperson in the following areas of **Improvement of Instruction**:

	Outstanding	Good/Satisfactory	Needs Improvement	Poor
Supports departmental programs/initiatives/committees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promotes/delegates curriculum changes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourages new instructional strategies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourages professional growth of faculty/staff of department	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What do you think the department chair does well with respect to **Improvement of Instruction**?

What would you like to see changed or improved within **Improvement of Instruction**? Explain why or give examples for improvement.

Block 3

Department: **#{e://Field/Department}**

Chair: **#{e://Field/Chair}**

If you have any additional feedback, you may provide it here: