

## Appendix GG

### Faculty Evaluation of Program Chair/Academic Specialist Director

*To be returned anonymously and handled confidentially*

To be distributed by appropriate administrator to all program faculty during the semester of the Program Chair/Academic Specialist Director's evaluation (See Article 17.4.7). Please return to the appropriate administrator by \_\_\_\_\_.

Program Chair/Academic Specialist Director \_\_\_\_\_ Division \_\_\_\_\_ Date \_\_\_\_\_

Instructions: Please take some time to evaluate the performance of your Program Chair/Academic Specialist Director. A summary of the peer evaluations, excluding personally identifiable information, will be given to the Program Chair/Academic Specialist Director at the end of the evaluation process.

Please circle one:      Contract/Regular                      Adjunct

Rate your Program Chair/Academic Specialist Director in each of the following categories:	Excellent	Good	Acceptable	Below Average	Poor	Does Not Apply
1. Works with program faculty to promote continuous improvement of the quality of instruction	5	4	3	2	1	X
2. Coordinates efforts to meet program responsibilities within the Division or program	5	4	3	2	1	X
3. Possesses and uses good communication skills with individuals, taking time to meet one-on-one to promote rapport and trust	5	4	3	2	1	X
4. Performs assigned duties and responsibilities as agreed upon with the appropriate administrator	5	4	3	2	1	X
5. Performs appropriate record-keeping, correspondence, coordination, and reporting	5	4	3	2	1	X
6. Demonstrates fairness, collaboration and responsiveness to program faculty and program needs	5	4	3	2	1	X
7. Complies with college policies and procedures	5	4	3	2	1	X
8. Coordinates and/or provides mentoring for new faculty and adjunct faculty	5	4	3	2	1	X
9. Involves the program faculty to identify staffing needs, make recommendations, and process search and selection efforts when needed	5	4	3	2	1	X
10. Involves the program faculty to assess program budget needs and make recommendations and coordinates with Division Office and program support staff to process budget matters	5	4	3	2	1	X
11. Provides effective and efficient coordination of financial resources in consultation with supervisor	5	4	3	2	1	X
12. Coordinates efforts of program faculty to revise, create and implement program curriculum as identified in Instructional Planning documents according to established deadlines	5	4	3	2	1	X
13. Coordinates scheduling and catalog development efforts with program faculty according to established deadlines	5	4	3	2	1	X
14. Provides leadership for the program's planning process, accreditation and other reports as needed; coordinates program faculty efforts and guides the completion of the report according to established deadlines	5	4	3	2	1	X
15. Works with program faculty, support staff and college operations to promote efficient use of facilities	5	4	3	2	1	X
16. Coordinates efforts to organize, publicize and present program-related performances/public events	5	4	3	2	1	X
17. Demonstrates skill at developing collaboration amongst the program and/or Division, creating a team environment.	5	4	3	2	1	X

**My overall evaluation of this Program Chair/Academic Specialist Director is:**

Excellent    Good    Acceptable    Below Average    Poor

Please write additional comments on reverse side.