



Program Coordinator/Dept. Head's Evaluation Form for Year: 2012-2013 Semester: Fall Spring

(Circle Session)

Instructions for Program Coord. / Dept. Head: Using the scale below, please complete the self- evaluation column and return the form to your supervisor. Your chair will fill out the supervisor's evaluation column, schedule a meeting with you to discuss it, and then both parties will sign and submit to the division director or dean's office. Keep a copy for your records.

Instructions for Division Director: Please retain a copy of this evaluation in your department files. Submit a copy to the division chair or dean's office (whichever is applicable).

Program Coord. / Dept. Head: _____ Courses Taught:

Department: _____ Delivery Method(s): Traditional Online Hybrid QEP Course
(Circle all that apply.)

Self-Evaluation	Scale	Supervisor's Evaluation
My performance exceeds expectations in this area.	4	Coordinator/Head exceeds expectations in this area.
My performance meets expectations in this area.	3	Coordinator/Head meets expectations in this area.
My performance is below expectations in this area.	2	Coordinator/Head's performance is below expectations.
My performance is unsatisfactory in this area.	1	Coordinator/Head's performance is unsatisfactory.

Performance Criteria for Program Coordinator/Dept. Heads	Self- Evaluation	Supervisor Evaluation
1. Professionalism with faculty, administration, students (On time for meetings, effective & professional interpersonal communication, etc.)	4 3 2 1 NA	4 3 2 1 NA
2. Time Management and Organization (ex., ability to balance administrative work with instruction/other duties so that all tasks are completed effectively, completely, and in a timely manner.)	4 3 2 1 NA	4 3 2 1 NA
3. Dept. /Program Planning & Budget (plans budget according to ongoing assessment. Does not exceed budget limits. Submits accurate and complete requisitions, APRF, if applicable, travel requests, etc.)	4 3 2 1 NA	4 3 2 1 NA
4. Supervisory Duties (supervising faculty to meet deadlines, conduct assessment, follow procedures/policy. Hiring adjuncts, semester scheduling, etc.).	4 3 2 1 NA	4 3 2 1 NA
5. Meets Administrative and Assessment Deadlines (Includes schedules, text book orders, IE Reports, Program Review, etc.)	4 3 2 1 NA	4 3 2 1 NA
6. Participation in Professional Development Activities (on campus and off campus)	4 3 2 1 NA	4 3 2 1 NA
7. Program Assessment (completes timely and accurate program learning outcomes assessment & program review, coordinates assessment in dept., and submits timely reports to IE office.)	4 3 2 1 NA	4 3 2 1 NA
8. Student Recruitment and Retention (Participates in recruitment activities, involves other faculty in recruitment activities, makes plans/effort to retain students in program.)	4 3 2 1 NA	4 3 2 1 NA
9. Advisory Committees (develops relationships between the department and community, holds regular meetings, submits minutes, uses advisory committee to help improve program and develop new opportunities.)	4 3 2 1 NA	4 3 2 1 NA
10. Teaching Performance (e.g., rate speech, clarity, coherence, multi-sensory learning, active learning, etc)	4 3 2 1 NA	4 3 2 1 NA
11. Student Course Evaluations (instructor has identified areas of strengths and areas for improvement and has discussed with dean. If applicable, improvement plan has been developed)	4 3 2 1 NA	4 3 2 1 NA
12. Support and Advising: Provides support to student through email, office hours. Responds to email and messages in timely manner. Utilizes Early Alert, refers students to SDS when appropriate. Participates in Advising.	4 3 2 1 NA	4 3 2 1 NA
Totals: (Sum of circled numbers)	_____	_____
Average Score: (Divide above totals by 12, or by the difference between 12 and the number of "NAs" circled)	_____	_____

Program Coordinator/Dept. Chair Comments (Please add any comments or suggestions you wish. Continue on additional pages, as needed.)

Professional Development: (Please list title of workshops and dates attended during the academic year. Briefly identify at least one thing that you learned and applied to at least one of your classes. Identify whether or not this was a change related to active learning (QEP)

Supervisor Comments (It is mandatory to explain any of the criteria that need improvement. Continue on additional pages, as needed.)

Classroom Observation Evaluation

This form serves as a simple evaluation tool for supervisors. It is one method of faculty evaluation used at R-CCC. Observations and evaluations of faculty should be a professional endeavor that encourages open and free discussion between the instructor and observer. The expectation is that the instructor and the observer will discuss the evaluation and that there should be an opportunity for questions and honest conversation about performance and expectations. The process should provide an opportunity for growth for the instructor and the evaluator. When areas of improvement are noted, the supervisor and the instructor agree on an action plan.

Instructor: _____	Observation Date: _____
Course No.: _____	Observation Begin Time: _____
Course Title: _____	Observation End Time: _____
Observer: _____	No. Students Present: _____

Please check the appropriate column for each item in a section, where:

1. Y = The measure was observed
2. N = The measure was not observed
3. NA = The measure was not applicable for this class or in this setting

Please make notes in the column provided. This will serve as a guide for your overall Evaluation.

ORGANIZATION

Y	N	NA	Measure	Notes
			Instructor uses class time efficiently	
			Instructor is well-prepared for class	
			Instructor begins and ends class on time	

INSTRUCTIONAL METHOD

Y	N	NA	Measure	Notes
			Instructor invites class discussion	
			Instructor proceeds at an effective pace	
			Instructor uses appropriate technology (e.g., multimedia, electronic gradebook, etc.)	
			Instructor utilizes classroom assessment techniques	
			Instructor implements active learning techniques to engage students	

STUDENT INTERACTION

Y	N	NA	Measure	Notes
			Instructor welcomes and respects diverse viewpoints	
			Instructor treats students equitably	

COMMUNICATION

Y	N	NA	Measure	Notes
			Instructor is enthusiastic about the subject matter	
			Instructor responds to questions clearly and promptly	
			Instructor uses speech that is audible, distinct, and appropriately paced	

Classroom Observation: (Supervisor: List overall strengths and areas for professional development, based on the classroom observation.)

Division Director's Signature: _____ **Date:** _____

Program Coordinator/Dept. Head's Signature: _____ **Date:** _____

(Your signature indicates you have reviewed the supervisor ratings and comments, but does not imply you agree or disagree with them.)

Dean of Curriculum's Signature: _____ **Date:** _____