

Appendix A

DEPARTMENT HEAD ASSESSMENT

Evaluee

Evaluator

Date

Rate the performance for each responsibility identified. In some circumstances, the responsibility may not apply or you may not be able to assess it. In this circumstance, please rate the item as "Not Applicable/Unknown."

	Excellent	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory	Not Applicable/Unknown
1. Provides leadership and organizational support to the faculty and provides operational support to the area dean.						
2. Works collegially and collaboratively with dean, faculty and campus community as outlined in Administrative Regulation 3008.						
3. Serves as first-level problem resolver and mediator for problems concerning faculty and students within department.						
4. Prepares and recommends scheduling of classes effectively; staying within budget parameters and guidelines set by dean and Office of Academic Services.						
5. Participates in the recruitment and selection of employees within timelines established by dean in support of departmental needs.						
6. Manages the department operating budgets and capital outlay requests effectually.						
7. Ensures that requests related to supplies/equipment, and requests for maintenance/repair service are expedited as needed for department and/or budget.						
8. Effectively supervises and participates in evaluation of employees in accordance with Article 9, CHI, and AFT bargaining contracts.						
9. Reviews and approves instruction requests/forms and counsels faculty with regards to approved regulations.						
10. Recommends, coordinates, and reviews course outlines, schedule changes, required college relations information and adheres to mandated accreditation deadlines.						
11. Schedules department meetings, attends mandated trainings/meetings, and performs additional duties/responsibilities mutually agreed to by department head and dean.						
12. Serves as consultant to the special programs of the college on an as-needed basis.						
13. Works with Contract Education on an as-needed basis.						

Additional Comments: