Management Role: Department Chair by VPAA/Dean

For: Testfirst Testlast

Management Role: Department Chair by VPAA/Dean

Role Component Definition: Carrying out assigned duties that foster and support department administration and resource management.

Instructions: Department Chairs are required to meet with the VPAA/Dean either in person, by phone, IAV or some other means to establish scores. Faculty are required to verify (below) having met with a supervisor. If a department is co-chaired, both faculty are required to meet with the VPAA/Dean. The Department Chair being evaluated enters the agreed upon scores. The Department Chair notifies his/her supervisor that scores have been entered on their behalf. Once the form has been completed it can be viewed by the Department Chair and selected colleague(s) through the "Eye" icon at the bottom of the Final Evaluation Summary page.

By selecting people below, faculty verify conferencing and mutually agreeing to the evaluation scores.	
VPAA/DEAN: Selection required	SELECT

Section A: Responsibilities to Students (up to 8 points)

Points	
	Resolution of student grievances and grade appeals, as necessary (1 point per appeal, 3 points maximum)
	Evaluate transcripts for transfer classes and approve/deny substitution requests and prerequisite overrides (1 point per transcript, 3 points maximum)
	Initial advising about department programs (1 point per 5 advising, 2 points maximum)

Section B: Curriculum Responsibilities (up to 8 points)

Points	The starred (*) items are required for a satisfactory score.
*	Organize the review of catalog for department courses (3 points)
	Complete a curricular review, as necessary (5 points)

Section C: Functioning of the Department (up to 8 points)

Points	The starred (*) items are required for a satisfactory score.
*	Effectively collaborate with administrative assistant (1 point)
*	Effectively communicate with faculty in department (1 point)
*	Schedule and conduct regular department meetings (1 point)
	Facilitate departmental reports, minutes, strategic plan and reviews as required, including assessment and accreditation (3 points)
*	Represent department at Department Chair Committee (1 point)
*	Manage department operation funds and lab fees (1 point)
*	Update department's web page and coordinate with department faculty to ensure web pages for programs within the department are reviewed at least annually (1 point)

Section D: Hiring and Oversight of Adjunct Faculty (up to 8 points)

Points	The starred (*) items are required for a satisfactory score.
	Effectively communicate with adjunct faculty (1 point per 3 adjuncts, 3 points maximum)
	Review qualifications and coordination of the hiring of adjuncts, as necessary (1 point per adjunct, 3 points maximum)
	Assist with syllabi, approve syllabi, and approve course materials and textbooks, as necessary (1 point per adjunct, 3 points maximum)
*	Coordinate evaluation of adjuncts (2 points)

Section E: Scheduling (up to 8 points)

Points	The starred (*) items are required for a satisfactory score.
*	Coordinate scheduling of courses with faculty, off-campus directors, and other departments (6 points)
	Maintain long-term schedule, as needed (1 point)
	Authorize course changes, cancellations, and caps, as needed (1 point)

Section F: Other Activities

Points	
	Assign 1-6 points based upon the significance and the amount of effort involved (effort should be similar in scope to activities above with comparable scoring) Describe activities:

Optional Reference Documents

For your convenience, you may upload any supportive or reference documents applicable to this form to substantiate points assigned above or to otherwise comment on this form.
Please give document files meaningful names. Spaces and punctuation (other than dashes) will be eliminated from file names.
The following allows you to upload only one document at a time. Return to this form (after submitting it) to upload additional documents.
Previously uploaded documents: None
Upload Reference Document: [Browse...] **Be patient when saving this form; it may take awhile to upload documents.**

[Save]

[Return to Control Panel without saving]

**Management Role: Department Chair
by Department Members**

Return to Control Panel

For: Testfirst Testlast

Management Role: Department Chair by Department Members

Role Component Definition: Carrying out assigned duties that foster and support department administration and resource management.

Instructions: Department Chairs are required to meet with two to three colleagues from their department. Department Chairs meet either in person, by phone, IAV or some other means to establish scores. Department Chairs are required to verify (below) having met with department members. The Department Chair being evaluated enters the agreed upon scores. The Department Chair notifies his/her supervisor that scores have been entered on their behalf. Once the form has been completed it can be viewed by the Department Chair and selected department members through the "Eye" icon at the bottom of the Final Evaluation Summary page.

> **By selecting people below, faculty verify conferencing and mutually agreeing to the evaluation scores.**
>
> **Departmental Colleagues:**
>
> (Hold down CTRL key to select multiple)
>
> **Selection required**
>
> SELECT
> Bagley, Peter
> Barton, Richard
> Bentley, Susanne
> Bolinder, Dale
> Bruno, Carrie
> Bruns, Thomas
> Byram, Robert
> Cashell, John
> Charlebois, Wendy

Section A: Responsibilities to Students (up to 8 points)

Points	
	Resolution of student grievances and grade appeals, as necessary (1 point per appeal, 3 points maximum)
	Evaluate transcripts for transfer classes and approve/deny substitution requests and prerequisite overrides (1 point per transcript, 3 points maximum)
	Initial advising about department programs (1 point per 5 advising, 2 points maximum)

Section B: Curriculum Responsibilities (up to 8 points)

Points	The starred (*) items are required for a satisfactory score.
*	Organize the review of catalog for department courses (3 points)
	Complete a curricular review, as necessary (5 points)

Section C: Functioning of the Department (up to 8 points)

Points	The starred (*) items are required for a satisfactory score.
*	Effectively collaborate with administrative assistant (1 point)
*	Effectively communicate with faculty in department (1 point)
*	Schedule and conduct regular department meetings (1 point)
	Facilitate departmental reports, minutes, strategic plan and reviews as required, including assessment and accreditation (3 points)

*	Represent department at Department Chair Committee (1 point)
*	Manage department operation funds and lab fees (1 point)
*	Update department's web page and coordinate with department faculty to ensure web pages for programs within the department are reviewed at least annually (1 point)

Section D: Hiring and Oversight of Adjunct Faculty (up to 8 points)

Points	The starred (*) items are required for a satisfactory score.
	Effectively communicate with adjunct faculty (1 point per 3 adjuncts, 3 points maximum)
	Review qualifications and coordination of the hiring of adjuncts, as necessary (1 point per adjunct, 3 points maximum)
	Assist with syllabi, approve syllabi, and approve course materials and textbooks, as necessary (1 point per adjunct, 3 points maximum)
*	Coordinate evaluation of adjuncts (2 points)

Section E: Scheduling (up to 8 points)

Points	The starred (*) items are required for a satisfactory score.
*	Coordinate scheduling of courses with faculty, off-campus directors, and other departments (6 points)
	Maintain long-term schedule, as needed (1 point)
	Authorize course changes, cancellations, and caps, as needed (1 point)

Section F: Other Activities

Points	
	Assign 1-6 points based upon the significance and the amount of effort involved (effort should be similar in scope to activities above with comparable scoring)

Describe activities: |

Optional Reference Documents

For your convenience, you may upload any supportive or reference documents applicable to this form to substantiate points assigned above or to otherwise comment on this form.

Please give document files meaningful names. Spaces and punctuation (other than dashes) will be eliminated from file names.

The following allows you to upload only one document at a time. Return to this form (after submitting it) to upload additional documents. |
| **Previously uploaded documents:** None |
| **Upload Reference Document:**   [Browse...]
Be patient when saving this form; it may take awhile to upload documents. |

[Save]

Control Panel

For: Testfirst Testlast

Evaluation Control Panel for Testfirst Testlast

Deadline for Assigning Weights: February 7, 2011
Deadline for Form Completion: May 6, 2011

Guidelines (Power Point Presentation)

Enter/Adjust Component Weight Assignments			
If you have not yet assigned weights to what you do START HERE			
Role Components	**Assigned Weight**	**Online Scoring**	**Score**
Teaching Role			
Instructional Design	8%		Incomplete
Instructional Delivery	16%	**IDEA**	Incomplete
Instructional Assessment by Students	2%	**IDEA**	Incomplete
Instructional Assessment by Colleagues	2%		Incomplete
Instructional Management & Coordination	8%		Incomplete
Field Work by Students	2%		Incomplete
Field Work by Colleagues	2%		Incomplete
Total Teaching Role	**40%**		**0.0**
Professional Role			
Proficiency	7.5%		Incomplete
Scholarly/Creative	2.5%		Incomplete
Total Professional Role	**10%**		**0.0**
Management Role			
Program Coordinator/Supervisor by VPAA/Dean	8.0%		Incomplete
Program Coordinator/Supervisor by Program Committee or Colleagues	12.0%		Incomplete
Department Chair by VPAA/Dean	8.0%		Incomplete

Department Chair by Department Members	12.0%		Incomplete
Total Management Role	**40%**		**0.0**

Service Role			
To the Institution	8%		Incomplete
To the Students	1.5%		Incomplete
To the Community	0.5%		Incomplete
Total Service Role	**10%**		**0.0**

GRAND TOTAL* 5 = Excellent 4 = Commendable 3 = Satisfactory 2 = Below Satisfactory 1 = Unsatisfactory	**100%**		**0**

***IMPORTANT NOTE ABOUT YOUR GRAND TOTAL**: Your grand total will not be accurate until all scores, including IDEA scores, are entered. Incomplete forms and forms with errors are scored as zero until they are completed or corrected, thus reducing your grand total temporarily.

Once the final evaluation summary is completed, print this page, sign it, and submit to VPAA/Dean for signature. If there are concerns regarding scoring or technical difficulties, please consult the appropriate supervisor and the Evaluation Committee Chair. By signing this form faculty acknowledge that you met with colleagues/supervisors and agree to the overall evaluation score.

_____
Your Signature

_____
Signature of VPAA/Dean