

Department Chair Self-Appraisal Form

Please complete this form after completing each faculty member’s annual appraisal

\_\_\_\_\_\_\_\_\_\_\_\_\_\_Academic Year

|  |  |
| --- | --- |
| Name |  |
| Department |  |
| Rank |  |
| Year of Contract Expiration |  |
| Years of CCS Service |  |

***Instructions:***

*Please address each topic succinctly. Additional pages may be attached as needed.*

*Upon completion, please submit a digital copy of the appraisal to the appropriate Dean and Coordinator. A meeting will be scheduled to discuss both the Chair’s responses and the Dean’s, and both parties will sign the document acknowledging its reception.*

*The completed form with both signatures will then be divided in to two parts – Instructional/Administrative Performance and Supervisory Performance. The Instructional/Administrative portion of the form will be placed in the Chair’s Faculty Review Committee binder for review by Committee members during the next reappointment cycle. The Supervisory Performance portion will be filed in the Human Resources office.*

Instructional/Administrative Performance

### Instructional quality – include evidence of effectiveness as an instructor

Chair’s Response

[Click to type your response]

 [ ]  Exceeded expectations [ ]  Fulfilled expectations [ ]  Did not meet expectations

Dean’s Response

[Click to type your response]

 [ ]  Exceeded expectations [ ]  Fulfilled expectations [ ]  Did not meet expectations

### Administrative effectiveness – include curriculum changes, assessment efforts, recruitment initiatives, extra-curricular development, retention efforts, budget administration, etc.

Chair’s Response

[Click to type your response]

 [ ]  Exceeded expectations [ ]  Fulfilled expectations [ ]  Did not meet expectations

Dean’s Response

[Click to type your response]

 [ ]  Exceeded expectations [ ]  Fulfilled expectations [ ]  Did not meet expectations

### College service – include participation in community outreach, sponsored projects, committee work, fund raising, grant writing, etc.

Chair’s Response

[Click to type your response]

 [ ]  Exceeded expectations [ ]  Fulfilled expectations [ ]  Did not meet expectations

Dean’s Response

[Click to type your response]

 [ ]  Exceeded expectations [ ]  Fulfilled expectations [ ]  Did not meet expectations

### Professional practice – include creative work, scholarly activity, professional activity, etc.

Chair’s Response

[Click to type your response]

 [ ]  Exceeded expectations [ ]  Fulfilled expectations [ ]  Did not meet expectations

Dean’s Response

[Click to type your response]

 [ ]  Exceeded expectations [ ]  Fulfilled expectations [ ]  Did not meet expectations

### Collaboration and cooperation with other offices within the College – i.e. Career Development, Institutional Advancement, Admissions, etc.

Chair’s Response

[Click to type your response]

 [ ]  Exceeded expectations [ ]  Fulfilled expectations [ ]  Did not meet expectations

Dean’s Response

[Click to type your response]

 [ ]  Exceeded expectations [ ]  Fulfilled expectations [ ]  Did not meet expectations

### Department accomplishments, awards, exhibition participation, etc.

Chair’s Response

[Click to type your response]

 [ ]  Exceeded expectations [ ]  Fulfilled expectations [ ]  Did not meet expectations

Dean’s Response

[Click to type your response]

 [ ]  Exceeded expectations [ ]  Fulfilled expectations [ ]  Did not meet expectations

### Department challenges and plans for improvement

Chair’s Response

[Click to type your response]

Dean’s Response

[Click to type your response]

Chair’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Department Chair Self-Appraisal Form

***Supervisory Performance***

This form is due to Academic Affairs by the first Friday in June each year.

Please complete this form after completing each faculty member’s annual appraisal.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_Academic Year

|  |  |
| --- | --- |
| Name |  |
| Department |  |
| Rank |  |
| Year of Contract Expiration |  |
| Years of CCS Service |  |

### Faculty orientation and assessment

Chair’s Response

[Click to type your response]

 [ ]  Exceeded expectations [ ]  Fulfilled expectations [ ]  Did not meet expectations

Dean’s Response

[Click to type your response]

 [ ]  Exceeded expectations [ ]  Fulfilled expectations [ ]  Did not meet expectations

### Faculty mentoring and development

Chair’s Response

[Click to type your response]

 [ ]  Exceeded expectations [ ]  Fulfilled expectations [ ]  Did not meet expectations

Dean’s Response

[Click to type your response]

 [ ]  Exceeded expectations [ ]  Fulfilled expectations [ ]  Did not meet expectations

###  Fostering positive morale

Chair’s Response

[Click to type your response]

 [ ]  Exceeded expectations [ ]  Fulfilled expectations [ ]  Did not meet expectations

Dean’s Response

[Click to type your response]

 [ ]  Exceeded expectations [ ]  Fulfilled expectations [ ]  Did not meet expectations

###  Supervisory challenges and plans for improvement

Chair’s Response

[Click to type your response]

Dean’s Response

[Click to type your response]

Chair’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_