

Department Chair Feedback – Counseling Departments

Department Chair _____

Evaluation Period _____

ARC CRC FLC SCC Other _____

Area _____

The primary role of the Department Chair is that of a liaison between the department and the Area Dean. The Department Chair gains consensus among department members and represents the department to the college community. The Department Chair effectively communicates faculty issues and concerns to the Area Dean and facilitates communication, coordination, and cooperation between faculty within the department. The Department Chair and Area Dean mutually agree upon the professional responsibilities the chair will be assigned each year. Please rate the Department Chair's performance in the selected responsibilities checked/circled below.

Rating: 4 – Satisfactory; 3 – Needs Improvement; 2 – Unsatisfactory; 1 – Not Applicable. Please specify actions needed for improvement.

Professional Responsibilities

	4	3	2	1
1. Assists in the administration of discretionary operating dollars for the department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Assists in keeping equipment inventory of the department current and in usable condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Coordinates the department's review and sign off of course outlines going through the curriculum process. Insures that department colleagues are appraised of curriculum changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Initiates and coordinates the completion of program review in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Assists in coordinating activities with high schools, colleges, and universities, including scheduling and conducting the meetings and related follow-up activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Assists in initiating, coordinating, and maintaining activities with business and industry, community advisory groups, or other public agencies including scheduling and conducting the meetings and related follow-up activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Assists in initiating and coordinating the preparation of schedules for counselors and paraprofessionals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Assists with faculty and student concerns and, following the LRCFT contract and district regulations, helps to resolve them and/or refer them to the appropriate faculty and administrators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Plays a leadership or facilitative role in new program development and/or grant development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Provides leadership for adjunct and full-time counselors and orients them to the services and expectations of the college and the departments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Plays a primary role in peer evaluation activities which are conducted without additional compensation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Effectively communicates faculty issues and concerns to the Area Dean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Facilitates communication, coordination, and cooperation among faculty within the department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Rating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Actions for Improvement:

**CONFIDENTIAL INFORMATION TO PROVIDE FEEDBACK TO DEPARTMENT CHAIR
THIS IS NOT AN OFFICIAL EVALUATION; THIS FORM WILL NOT BE PLACED IN A PERSONNEL FILE.**