

Pasadena Area Community College District Peer Evaluation – Division Chairs

To:

From: _____, Division Dean

Date:

Subject: Evaluation of Division Chair

As we begin the process of evaluating _____ this year, I would like to ask for your help in assessing his/her contribution to our department and to the PCC community. Responses in any or all of the following categories are optional and confidential.

Please return this form to the Division Office no later than the eighth week of the spring semester. Thanks for your help!

Rating:

- 1 **Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- 2 **Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- 3 **Performance does not meet the standard** (Used for unacceptable performance)
- 4 **Not applicable/insufficient data**

Any rating other than 'Performance meets the standard' (#1) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in "comments" space provided.

- A. Is responsive to faculty input.
- B. Communicates effectively with faculty and staff.
- C. Provides leadership and organizational support for the Division
- D. Monitors and coordinates the area's curriculum development to include review, updates, modifications, and articulation agreements.
- E. Assists the Dean with faculty schedules by established deadlines.
- F. Assists the faculty/division with recruitment and hiring of part-time faculty.
- G. Treats all department members equally and fairly when it comes to evaluations.
- H. Orients new part-time faculty to the Division.
- I. Assists faculty with Student Learning Outcomes (SLO) development and assessment.
- J. Provides comprehensive reports on Division meetings.
- K. **Overall summary of division chair evaluation.**

Rating:	1	2	3	4

Observer's Signature _____ Date _____

Employee (signature): _____

Employee (print name): _____ Date _____

*I will submit an addendum to this report: _____ Date _____

*Addendum must be submitted within ten (10) working days after the committee chair has reviewed a copy of the report with the employee.