

Evaluation by Division Chair

The division chair's evaluation of faculty is carried out by the close of spring semester each academic year and the chair will have at least one conference each year with each regular faculty member to discuss this evaluation. First year faculty will have two evaluations conducted: one evaluation by the close of the fall semester and one evaluation by the close of the spring semester. Division Chairs may visit classes of discipline faculty for purposes of evaluating for promotion, tenure, and teaching improvement. The evaluation is reviewed by the Faculty member and the Division Chair with the opportunity for the faculty member to comment and sign. These evaluations are sent to the Office of the Vice President for Academic Affairs for inclusion in the dossier. Chair evaluations are expected to deal in as much detail as possible with information included in the following guidelines:

1. Overall contribution to program, planning and development;
2. Time and quality of student advising;
3. Availability to students;
4. Effectiveness in completing assigned division duties;
5. Student response to classroom preparation and performance;
6. Adherence to the faculty approved course description;
7. Record of meeting classes according to published schedule and making arrangements for missed classes;
8. Overall rating of contribution.

Reviewed: Fall, 2009

Revised: Fall, 2009

Sponsors: Vice President for Academic Affairs and Division Chairs