

MESA COMMUNITY COLLEGE DEPARTMENT CHAIRPERSON EVALUATION PLAN

The MCC Administration should:

1. Have the evaluation turned in by a deadline via sealed envelope.
2. Keep the results confidential.
3. Meet with the chair in a conference to review and go over the evaluation.
4. Provide the chair with a summative copy of the evaluation at the conference, this assures that the evaluators comments are kept confidential.
5. Have the review conference within 2 weeks of the deadline.
6. Keep the completed evaluation in the chair's faculty file in the Dean of Instructions office here at MCC.

**MESA COMMUNITY COLLEGE
DEPARTMENT CHAIRPERSON EVALUATION**

B.	Department Personnel Staffing.	1	2	3	4	5	6	Comments
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1.	Recommending faculty and staff employment.							
2.	Supervising workers.							
3.	Coordinates district hiring.							
4.	Evaluating department faculty and staff.							
5.	Administering the use of substitutes.							
6.	Verifying faculty and staff attendance.							
7.	Orienting new departmental faculty.							
8.	Rewarding faculty/staff contributions.							
9.	Keeping departmental faculty informed.							
10.	Maintaining departmental morale.							
11.	Promoting diversity hiring.							

C.	Improvement of Instruction.	1	2	3	4	5	6	Comments
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1.	Supervising department programs.							
2.	Managing textbook selection.							
3.	Managing curriculum changes.							
4.	Working with advisory committees.							
5.	Mentoring new faculty.							
6.	Encouraging professional growth.							
7.	Encouraging good teaching in the department.							

