TALLAHASSEE COMMUNITY COLLEGE
ANNUAL EVALUATION OF PROGRAM CHAIRS (revised 12/3)

NAME: EVALUATION PERIOD:

DIVISION: PID:

INSTRUCTIONS: Mark (S) satisfactory performance, (N) needs improvement, or (U) unsatisfactory, by each of the following tasks which have been assigned to program chairpersons. If an area does not apply, mark (NA) not applicable.

PLEASE EXPLAIN YOUR REASON(S) ON THE BACK OF THIS FORM IF YOU RATED THE CHAIRPERSON UNSATISFACTORY.

ACADEMIC RESPONSIBILITIES

_____ 1. Teaches classes to remain current in one's discipline and to remain in touch with the needs of students, faculty, and the community.

_____ 2. Solicits and encourages active participation from members of the departmental faculty on departmental matters.

_____ 3. Provides leadership and coordination in the development and implementation of the curriculum, including maintaining updated syllabi.

_____ 4. Ensures that departmental programs, goals, and objectives are consistent with the College's philosophy, mission, and goals.

_____ 5. Evaluates the effectiveness of the educational program(s) offered by the department and makes recommendations for improvements, additions, or deletions.

_____ 6. Involves faculty in the department planning process, such as providing catalog data for courses

_____ 7. Assists Dean/Associate Dean to assure that programs of study align with FLDOE requirements and accrediting agencies, as applicable.

ADMINISTRATIVE RESPONSIBILITIES

_____ 1. Implements policies established by the District Board of Trustees, follows procedures established by the College, and assists the Associate Dean in tracking and planning effectively for changes in local, state, and federal laws as that impact the division.

_____ 2. Administers Division policies and procedural guidelines.

_____ 3. Coordinates ongoing activities crucial to the Division, such as registration, course scheduling, faculty and staff assignments, adjunct faculty and staff recruitment as appropriate, and student advisement.

_____ 4. Works with the Division office staff in textbook selection and ensures that syllabi are updated accordingly when new textbooks are adopted.

_____ 5. Interviews and recommends part-time faculty as needed and approved.

_____ 6. Coordinates development of discipline specific curriculum processes, decisions, and provides needed proposals to go to the Academic Committee.

_____ 7. Provides catalog data for program area.

_____ 8. Serves as chairperson of the selections committee for admission of students in limited enrollment programs.

_____ 9. Provides leadership to the program faculty within the program area.

_____ 10. Where specifically assigned to do so, completes the initial evaluation procedures on program adjuncts and submits the evaluation forms to the Dean for completions of the evaluation process.

_____ 11. Meets on a regular basis, as agreed upon, with the Dean to discuss and resolve program area issues and mutually work together for program quality and improvement.

_____ 12. Conducts and/or facilitates discipline meetings and provides Dean with copies of minutes.

_____ 13. Develops and manages the program area plan efficiently and equitably.

_____ 14. Assists with onboarding of adjunct faculty and generates the schedule for adjuncts (including dual credit instructors) within area.

_____ 15. Assists the Dean/Associate Dean with other program-specific duties that may arise.

_____ 16. May create, develop and/or participate in beginning of term orientations and needed trainings/workshops during the semester.

_____ 17. May supervise instruction for off campus sites/centers, including dual credit.

_____ 18. Assists in accreditation activities, including the creation of self-study documents, coordination of accreditation visits as applicable.

_____ 19. Collaborates with Dean/Associate Dean to schedule, develop agenda, and conduct Advisory committee meetings as appropriate.

_____ 20. Coordinates instructional technology as applicable.

_____ 21. Assists with program PR and student recruitment, if applicable.

_____ 22. Assists with student tracking (especially post-graduate outcomes), if applicable.

_____ 23. Performs additional job-related assignments and duties as required.

DUTIES SPECIFIC TO ASSOCIATE OF SCIENCE PROGRAM CHAIRS

_____ 1. Maintains liaison with advisory committees and accrediting agencies as appropriate.

_____ 2. Assumes leadership in maintaining an active advisory committee and ensures that all Associate of Science program Advisory Committees under their area are planned, conducted, and documented.

_____ 3. Serves as an advocate of the respective program(s) and a communication link between the college and the community.

_____ 4. Either assumes responsibility for or cooperates with the Dean in carrying out follow-up procedures for program completers.

_____ 5. Seeks adequate resources for use by faculty and students

_____ 6. Maintains equipment and supply inventory.

_____ 7. Develops specifications and bid list for equipment and supplies, as applicable.

_____ 8. Leads area faculty in the engagement of community partners to assure programmatic alignment with workforce needs.

_____ 9. Works with Dean to monitor changes in state Career and Technical Education Curriculum Frameworks.

_____ 10. Assists the Dean in the allocation recommendations and submission for Carl Perkins funding and all related requirements.

_____ 11. Assists the Dean and area faculty in the review, selection, and submission of career and technical education grants as needed.

_____ 12. Participates in a variety of program outreach and recruiting events to assure continued enrollment.

_____ 13. Monitors expenditure recommendations for respective departmental budgets in concert with the Dean.

_____ 14. Assists the Dean in the review all program costs, lab fees, software licenses, educational materials for career and technical education programs.

_____ 15. Periodically attends state, regional, and national conferences on career and technical education as directed.

ADDITIONAL DUTIES SPECIFIC TO HEALTH CARE PROGRAM CHAIRS

_____ 1. Works with Dean in establishing admissions criteria and procedures for students in limited enrollment programs.

_____ 2. Supervises on-campus laboratory and clinical facilities and serves as the coordinator for off-campus facilities.

_____ 3. Provides Dean with appropriate information for development of contractual agreements with other agencies for use of clinical or extramural experience facilities.

COMMENTS OR OTHER AREAS TO BE MENTIONED IN EVALUATION

_____   _____

    Date   Dean Signature

_____   _____

    Date   Program Chairperson Signature