SOUTH TEXAS COLLEGE

Chair Evaluation Plan

Chair Evaluation

Effective Fall 2024

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CHAIR EVALUATION PROCESS & TIMELINE

Evaluations are Conducted Between January and August

Chair Evaluation
Self-Evaluation/Response Chair completes *Self-Evaluation/Response*.
Classroom Observation Classroom Observation is conducted based upon evaluation cycle during the first two years, then every third year thereafter, if evaluations are checked acceptable. The Classroom Observation is scheduled between the 3rd and 12th weeks of the semester.
Dean and Chair Conference The Dean conducts a Final Conference with chair to review the results of the Self Evaluation, Classroom Observation (if required), Student Evaluation of Faculty, Faculty Evaluation of Chair, and fill out the Supervisor Evaluation. Evaluation packet is signed by the faculty member and chair. The faculty member must receive a copy of the evaluation at the final conference.
Submission of Documents Chair: A copy of the completed packet is provided to the chair during the final conference. (Recommended that Dean make two sets of copies for the final conference so at the end of the meeting both copies can be signed and chairs can take a signed evaluation packet with them.)

CHAIR EVALUATION PROCEDURES

Purpose

The main purpose of the chair evaluation is to improve leadership effectiveness. Other uses are to encourage college service and community service, to evaluate professional development, to provide mentorship as needed, and to recommend renewal or nonrenewal of chair appointment.

Definitions

Chair	**Chair position** Position on the Staffing Plan

Evaluation and Timeline

1. Chairs will be evaluated between January and August for the prior Summer, Fall, and Spring semesters. The chairs receiving a satisfactory *Classroom Observation Evaluation,* the form will be eliminated for the following two years. The entire *Chair Evaluation Plan is repeated* every third year thereafter, as long as the evaluations are marked as acceptable or acceptable with improvements. The Deans Office maintains faculty observation cycle data to determine which chairs have to complete the classroom observation.

	Year 1	**Year 2**	**Year 3**	**Year 4**	**Year 5**
Chair Evaluation	X	X	X	X	X
Student Evaluation of Instructor Performance	All Sections Fall/Spring/ Summer	All Sections Fall/Spring/ Summer	All Sections Fall/Spring/ Summer	All Sections Fall/Spring/ Summer	All Sections Fall/Spring/ Summer
Classroom Observation Evaluation Form	Based on the cycle for chairs who have received two (2) consecutive acceptable full evaluations or acceptable with improvements, the *Classroom Observation Evaluation* form will be eliminated for the following two years.				
Complete Supervisor Summary	X	X	X	X	X
Abbreviated Evaluation	Does not include classroom observation				

2. Evaluation Outcome for Chairs:
    a. **Chair receives an "exceeds requirements"or "meets requirements" evaluation**: They will be evaluated according to the regular evaluation period.
    b. **Chair receives a "Needs improvements" evaluation**: They will be evaluated according to the regular evaluation period with a focus on the improvement areas.

3. All Deans will be responsible for doing in-class observations of the chairs in their division, when applicable. Class selections for in-class observations should be rotated to eventually cover all courses, both face-to-face and online, taught by the chair within his or her department.

4. Classroom observations procedures

Face-to-Face Course: will be scheduled at a time mutually agreeable for both the observer and the Chair between the 3rd and 12th weeks of the semester. The Dean will share the results of the Observation Evaluation with the chair prior to or during the final conference. Additional observations may be conducted by mutual agreement of the dean and the chair. If the dean performs multiple observations, the most recent observation shall be used for evaluation purposes. The Dean and Chair must meet after the observation to discuss the results and sign the observation form.

Online Course: For Chairs who teach on-line only or in addition to their in-class courses, Deans may complete their classroom observation on the chair's on- line class. This evaluation will follow the regular procedures with adjusted on-line questions. It is recommended to alternate on-line and in-class observations.

- The on-line classroom evaluation for Chairs should be completed by the Dean. The procedure for the on-line classroom observation is as follows:
    - The Dean will schedule a pre-observation conference prior to the on-line classroom observation during which the online chair and dean will provide the details of the unit/chapter/module (hereafter called "session") that will be observed during the weeks of classroom observation.

- The Dean will be enrolled as a student in the course for an agreed amount of time during an agreed upon period.

- The Dean will schedule a post-observation conference prior to the final conference within two weeks after the observation period during which the Dean will discuss the *Observation Evaluation* form notes with the online Chair. During the post-observation conference, the Chair may elect to discuss/show materials that were not available to the Dean while enrolled as a student in the course. These materials could include materials hidden from the Dean through selective release, e-mails between the Chair and other students of the course, or archived materials from previous course sessions.

Self-Evaluation/Chair Responses

1. All Chairs shall complete a Self-Evaluation form prior to the final conference with the Dean. This information will be used to familiarize the Dean with some of the Chair's accomplishments and challenges.

Student Evaluation

1. Student evaluations will be conducted for every section for all Faculty in accordance with state law and college policy and addressed in the *Supervisor Evaluation*.

Final Conference

1. A final conference between the Chair and the Dean will be held to summarize all evaluation materials.

2. At the final conference, the Dean must provide a copy of the evaluation packet with the Dean's and Chair's signature.

3. The final conference should be held during the same semester as the Classroom Observation.

Notation

1. If a Chair is concerned with any aspect of the evaluation process, he/she has the opportunity to follow the established Employee Complaint Procedure (Policy 4904).

2. The Chair evaluation process is one of the components to determine continued appointment as Chair and/or employment at South Texas College.

Use this form only if a *face-to-face course* has been selected for observation.

SOUTH TEXAS COLLEGE	**Face-to-Face Classroom Observation**
Faculty Name: _____	**Observer:** _____
Date of Observation: _____	**Class Observed:** _____
Primary Activity: ☐ Lecture ☐ Lab	**Type of Evaluation (check one):** ☐ Supervisor ☐ Faculty / Peer

When responding to the items below, select 'Yes' or 'No' to indicate whether the faculty member has met/not met the performance level.

NOTE: If 'No' is checked for any items in the "Content Section," this item must be specifically addressed in the comments box below, in the supervisor summary, and during the review meeting with the chair.

Content

1. **Was the material presented factually correct?** ☐ **Yes** ☐ **No**
2. **Was the material presented up-to-date?** ☐ **Yes** ☐ **No**
3. **Was the material presented appropriate for the course being observed?** ☐ **Yes** ☐ **No**
4. **Was the material presented at an appropriate level of rigor for the course being observed?** ☐ **Yes** ☐ **No**

(Required) Comments and suggestions for "Content Section"

Presentation

4. **Did the faculty member provide an overview of the objectives for the topic covered?** ☐ Yes ☐ No

5. **Did the faculty member use multiple teaching techniques?** ☐ Yes ☐ No

6. **Did the faculty member show respect for students?** ☐ Yes ☐ No

(Required) Comments and suggestions for "Presentation Section"

Student Engagement

7. **Did the faculty member involve the students in the learning process?** ☐ Yes ☐ No

8. **Did the faculty member tie the subject matter to either student interests or career pathways?** ☐ Yes ☐ No

9. **Did the faculty member encourage questions as well as provide feedback?** ☐ Yes ☐ No

Required) Comments and suggestions for "Student Engagement"

Faculty Member _____ Date _____

Observer _____ Date _____

Use this form only if an *online course* has been selected for observation.

SOUTH TEXAS COLLEGE	**Online Classroom Observation**
Faculty Name: _____ **Date of Observation:** _____ **Primary Activity:** ☐ Online	**Observer:** _____ **Class Observed:** _____ **Type of Evaluation (check one):** ☐ Supervisor ☐ Faculty / Peer

When responding to the items below, select 'Yes' or 'No' to indicate whether the faculty member has met/not met the performance level.

NOTE: If 'No' is checked for any items in the "Content Section," this item must be specifically addressed in the comments box below, in the supervisor summary, and during the review meeting with the chair.

Content

1. **Is the overall structure of the course, including learning resources, assignments, and guidelines to complete work made clear to the student?** ☐ **Yes** ☐ **No**
2. **Was the material presented factually correct and up-to-date?** ☐ **Yes** ☐ **No**
3. **Is the material presented at an appropriate level of rigor for the course being observed?** ☐ **Yes** ☐ **No**
4. **Does the instructor set clear expectations and due dates** ☐ **Yes** ☐ **N0**

(Required) Comments and suggestions for "Content Section"

Presentation

5. **Are the learning objectives clearly stated per learning module?** ☐ Yes ☐ No
6. **Is the learning material well-organized and easy to follow?** ☐ Yes ☐ No
7. **Does the instructor respond to emails and communicate with students in a timely, respectful and professional manner?** ☐ Yes ☐ No

(Required) Comments and suggestions for "Presentation Section"

Student Engagement

8. **Does the faculty member involve the students in the learning process by encouraging questions, actively participating in the course, and providing feedback?** ☐ Yes ☐ No
9. **Does the instructor's use of learning activities and tools (such as discussion board / wikis / journals / blogs) support student interaction/engagement/active learning?** ☐ Yes ☐ No
10. **Did the faculty member tie the subject matter to either student interests or career pathways?** ☐ Yes ☐ No

(Required) Comments and suggestions for "Student Engagement Section"

Faculty Member _____ Date _____

Observer _____ Date _____

SOUTH TEXAS COLLEGE

DEPARTMENT CHAIR
PERFORMANCE APPRAISAL FORM
SELF EVALUATION/REFLECTION
FY 202X-202X

Chair Last Name	Chair First Name	Employee ID
Department	**Division**	**Dean Name**
Review Date		

Performance evaluations are intended to measure the extent to which the employee's performance meets the requirements of a particular position and to establish goals for the future; strengthen the relationship between the Chair and the Dean; open channels of communication; appraise past performance; recognize good performance; identify areas that might require improvement; and enable the assessment of your own communication and supervisory skills.

While assessment of performance by the Dean is an important element of this evaluation, self-reflection is a crucial component to securing a holistic understanding of the Chair's performance. The Chair is asked to highlight areas of their performance they are most proud of, and this reflection allows the Chair the opportunity to draw attention to areas of growth for which they may require more resources.

INSTRUCTIONS:

Listed on the following pages are several open-ended questions for the Chair to reflect on their performance over the current and previous two semesters, encompassing Fall, Spring, and Summer. Provide as full or as brief a response as you feel appropriate for each question. These questions are designed to be points of discussion during the annual evaluation with the Dean. You are encouraged to supplement your responses with specific examples as appropriate.

Please complete this form prior to the annual evaluation and provide your Dean with a copy to review.

College Service as Chair

Please provide feedback on the college service you performed in the past year in your role as chair that would be distinct from college service you performed as a faculty member.

1. On which committees did you serve, in what capacity, and what was the time commitment?

2. Were you involved in any grants? If so, which ones and in what capacity?

3. Did you host any events or initiatives fostering interdisciplinary collaboration, either within the College or with external partners?

4. Have you attended any state, regional, or national conferences for professional development?

Chair Self-Reflection

Please provide answers to the following questions, focusing on the past academic year.

1. Discuss any changes you have made in your face-to-face and/or virtual classroom based on student feedback.

2. How are you fostering faculty development of leadership skills?

3. How have you effectively managed interpersonal issues among faculty and students, other faculty, and staff?

4. How do you ensure fair scheduling/staffing practices? Have you made any changes to scheduling/staffing to increase equity?

5. How do you handle complaints/ disputes about faculty schedules?

6. What would you identify as your department's greatest success(es) from this past year?

7. Are there any challenges that you, as Chair, are facing? Are there specific resources that would help you overcome or resolve these challenges?

8. As Chair, what goals and objectives, including professional development and growth, do you have planned for next year?

9. How effective do you feel you were at department advocacy and representation at both the division and college level? Are there specific resources that could assist you in this role?

10. Discuss changes made to leadership style and department management in the past year. Do you anticipate needing to make additional changes in the coming year?

11. Are there other observations or comments, positive or negative, about anything not addressed within this self-evaluation that you would like to provide?

SOUTH TEXAS COLLEGE

DEPARTMENT CHAIR
PERFORMANCE APPRAISAL FORM
FY 202X-202X

Chair Last Name	Chair First Name	Employee ID
Department	**Division**	**Dean Name**
Review Date		

Performance evaluations are intended to measure the extent to which the employee's performance meets the requirements of a particular position and to establish goals for the future; strengthen the relationship between the Chair and the Dean; open channels of communication; appraise past performance; recognize good performance; identify areas that might require improvement; and enable the assessment of your own communication and supervisory skills.

INSTRUCTIONS:

Listed on the following pages are a number of performance factors that are important to the successful completion of most assignments. A list of qualities has been included to assist in evaluating an employee's performance in each area. To complete the Performance Appraisal Form, fill in the circle under the level of achievement which most accurately describes the employee's performance on each factor.

In the spaces provided at the end of each section, you are encouraged to support your ratings with clarifying comments or specific examples which occurred during the review period that determined or affected the marked level of achievement. **Factors rated anything other than "Meets Requirements" must be supported with examples or reasons within the appropriate section below.**

After the entire form has been completed and reviewed, both the dean and the employee retain a copy. The chair evaluation will consist of the self-evaluation, performance appraisal, student evaluation of instructor, and faculty evaluation of chair.

DEFINITION OF TERMS:

NEEDS IMPROVEMENT	Performance is at a level below established objectives with the result that overall contribution is marginal and substandard. Performance requires a high degree of supervision.
MEETS REQUIREMENTS	Meets established objectives in a satisfactory and adequate manner. Performance requires normal to some degree of supervision.
EXCEEDS REQUIREMENTS	Job performance easily exceeds job requirements. Performance approaches best possible attainment.

Chair Name

	Exceeds Requirements	Meets Requirements	Needs Improvement	Not Applicable
I. Academic/Teaching Responsibilities: **A. Student Success (Essential Qualities: A Commitment to Student Success)**				
i. Manages department/ program enrollment by recruiting, advising, working with student services, and participating in outreach activities to attract new majors.	☐	☐	☐	☐
ii. Coordinates with division-based advisor(s) (GPS, SSS, etc) regarding all academic advising and registration processes for students majoring in department/ program offerings.	☐	☐	☐	☐
iii. Supervises planning and program evaluation to achieve student success.	☐	☐	☐	☐
iv. Ensures classes remain current in the discipline and remains in touch with the needs of students, faculty, and the community.	☐	☐	☐	☐
v. Evaluates the effectiveness of the educational program(s) offered by the department and makes recommendations for improvements, additions, or deletions.	☐	☐	☐	☐
vi. Coordinates department resource management including but not limited to: textbook selection and ordering, software purchasing and renewal, lab equipment, technology purchases, learning materials, training, and submits order forms on a timely basis.	☐	☐	☐	☐
vii. D o student evaluations of faculty raise any concerns?	Yes ☐			No ☐

Notes:

Chair Name

	Exceeds Requirements	Meets Requirements	Needs Improvement	Not Applicable
I. Academic Responsibilities: **B.** Faculty Development (ESSENTIAL QUALITIES: A COMMITMENT TO LEADERSHIP)				
i. Evaluates all departmental faculty (full-time-regular, adjunct, and dual credit) on an annual basis and provides feedback.	☐	☐	☐	☐
ii. Manages assistant chairs, program coordinators, and special assignments as appropriate**.**	☐	☐	☐	☐
iii. Interviews and recommends qualified adjunct faculty, lecturer, dual credit, and full-time faculty.	☐	☐	☐	☐
iv. Ensures and supports faculty's adherence to accreditation requirements and certifications including, but not limited to, accrediting boards, HR policies and training, digital learning, and others as appropriate.	☐	☐	☐	☐
v. Promotes professional development opportunities within the department and across campus (e.g., TLC events, Digital Learning events, reports from professional conferences, etc.)	☐	☐	☐	☐
vi. Solicits and encourages active participation from faculty on department matters and maintains meeting minutes in accordance with accrediting agencies.	☐	☐	☐	☐
vii. Facilitates and documents faculty engagement in college service.	☐	☐	☐	☐
vii. Does the faculty evaluation of chair, given in the Spring semester, raise any concerns?	Yes ☐			No ☐

Notes:

Chair Name

	Exceeds Requirements	Meets Requirements	Needs Improvement	Not Applicable
I. Academic Responsibilities: **C.** Scheduling (ESSENTIAL QUALITIES: A COMMITMENT TO EQUITABILITY AND FAIRNESS				
i. Prepares class schedules, assigns teaching loads, monitors class coverage, oversees instructional facilities, and addresses student concerns with scheduling (number of offerings, campus scheduling, etc).	☐	☐	☐	☐
ii. Coordinates the development, revisions, and implementation of section outlines and master syllabi to ensure consistency in course competencies.	☐	☐	☐	☐

Notes:

	Exceeds Requirements	Meets Requirements	Needs Improvement	Not Applicable
II. Financial and Administrative Responsibilities:				
A. Prepares or assists the Dean in preparing and manages the departmental/ program budget.	☐	☐	☐	☐
B. Is equitably allocating departmental resources, such as technology, office space, travel funding, departmental resources, special assignments.	☐	☐	☐	☐
C. Schedules department meetings, as required, to provide important information to departmental faculty and staff, including information from administrative meetings, and maintains meeting minutes.	☐	☐	☐	☐
D. Involves faculty in the department planning process, such as Institutional Effectiveness (IE) Plan, Comprehensive Operational Plan (COP), budget planning, providing catalog data for courses, and updating PLOs.	☐	☐	☐	☐
E. Provides leadership and coordination in the development, implementation, and updating of the curriculum, including maintaining updated syllabi, according to appropriate policy and procedure.	☐	☐	☐	☐
F. Supervises all department staff including department secretaries and others as stated in the staffing plan.	☐	☐	☐	☐
G. 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.	☐	☐	☐	☐
H. Assists with onboarding of faculty, including new faculty, adjunct faculty, and dual credit faculty.	☐	☐	☐	☐

Notes:

	Exceeds Requirements	Meets Requirements	Needs Improvement	Not Applicable
III. Institutional Reporting and Alignment (ESSENTIAL QUALITIES: A Commitment to Community Service and Creating a College-Going Culture)				
A. Ensures the departmental programs, policies, procedures, and standards are consistent with the College's and in alignment with the accrediting agencies philosophy, mission, and goals. Updates documents as needed.	☐	☐	☐	☐
B. Assists in accreditation activities, including the creation of reports and documents, and the coordination of accreditation visits, as applicable.	☐	☐	☐	☐
C. Oversees the development of required college documents including IE Plans, Learning Outcome reports, JagPride Data, and related documents.	☐	☐	☐	☐
D. Coordinates program promotion for outreach events.	☐	☐	☐	☐

Notes:

	Exceeds Requirements	Meets Requirements	Needs Improvement	Not Applicable
IV. **DUTIES SPECIFIC TO NURSING AND WORKFORCE PROGRAM CHAIRS**				
A. Maintains liaison with advisory committees and accrediting agencies as appropriate.	☐	☐	☐	☐
B. Assumes leadership in maintaining an active advisory committee and ensures all Advisory Committee meetings under their area are planned, conducted, and documented.	☐	☐	☐	☐
C. Serves as an advocate of the respective program(s) and a communication link between the college and the community.	☐	☐	☐	☐
D. Seeks adequate resources for use by faculty and students.	☐	☐	☐	☐
E. Assists the Dean in allocation recommendations and submission for Carl Perkins funding and all related requirements.	☐	☐	☐	☐
F. Periodically attends state, regional, and national conferences on career and technical education as directed.	☐	☐	☐	☐
G. Coordinates program-specific accreditation activities, including the creation of reports and documents, and the coordination of accreditation visits, as applicable.	☐	☐	☐	☐
H. Coordinates equipment and supply inventory including developing bid lists as applicable.	☐	☐	☐	☐
I. Coordinates data collection for program reporting to the accrediting agencies.	☐	☐	☐	☐
J. Coordinates and maintains requirements regarding admission and readmission criteria for students in competitive and selective programs.	☐	☐	☐	☐
K. Oversees coordination of off campus clinical sites and development of ongoing affiliation agreements with external agencies for clinical experiences.	☐	☐	☐	☐
L. Ensures appropriate supervision of students attending clinicals atin an off-campus facility.	☐	☐	☐	☐
M. Collaborates with faculty to schedule, develop agendas, and conduct Advisory Ccommittee meetings as appropriate.	☐	☐	☐	☐

Notes:

Summary Appraisal Sheet

Chair Name

Review the ratings assigned to the performance factors on the previous pages. Check the category below which most clearly describes the employee's total performance.

EXCEEDS REQUIREMENTS

MEETS REQUIREMENTS

NEEDS IMPROVEMENT

Has a Performance Improvement Plan for the past year been issued? ☐ YES ☐ NO

If applicable, please attach documentation.

Is a Performance Improvement Plan required for the upcoming year? ☐ YES ☐ NO

If applicable, attach next fiscal year Performance Improvement Plan listing goals/objectives; responsibilities; deadline dates, etc. after discussing with employee.

CHAIR COMMENTS:

I have reviewed this document and discussed the contents with my supervisor. I understand that my signature does not necessarily indicate agreement to the evaluation but that I have been advised of my performance status, read and understood the evaluation discussed with me.

Chair Signature _____

Date

DEAN COMMENTS:

(Record here only those additional significant items brought up during the discussion with the employee which are not recorded elsewhere in this document.)

Dean Signature _____

Date