Print Clear Form

F 8.12 D. (a)

Marin Community College District

The following evaluation is mandated **every two (2) years** by Article 8.12.1.D. of the UPM/MCCD Collective Bargaining Agreement. Please check the appropriate box and return in a sealed envelope to the Vice President of Academic Affairs.

MANAGEMENT EVALUATION OF DEPARTMENT CHAIRS

1 = ACCEPTABLE
2 = NOT ACCEPTABLE
3 = NOT OBSERVED

The Department Chairperson shall, in both the day and evening program:

	1	2	3
1. Make recommendations on the organization of the department and coordination of the instructional program.			
2. Assist the administrator in determination of need, selection, and recommendation of appointment of personnel, as expressed to the chair by a majority of the department members.			
3. Assure that substitutes are credentialed and on the payroll.			
4. Hold regularly scheduled advisory committee meetings (for the occupational programs).			
5. Attend curriculum committee meetings as needed and distribute the minutes of official meetings to selected campus offices and departmental offices.			
6. Prepare and submit the total department budget, following conferences with the faculty and staff. Be the spokesperson and advocate for the budget.			
7. Exercise signatory authority on requests for purchase orders and maintain budget accounting and control of instructional equipment and supplies, field trips, readers and clerical assistance, requests for graphic arts, and for allocation of keys to classrooms.			
8. Exercise signatory authority on requests for all **non-faculty** personnel before they are sent to the appropriate administrator.			
9. Attend no more than two (2) department Chairpersons' Committee meetings per month.			
10. During the first week of classes for each semester, be available to assist students finding courses and resolve faculty problems.			
11. Initiate and sign Work Orders.			
12. Respond in writing or via voice mail to all written requests from faculty and/or management concerning issues within the scope of his/her authority.			
13. Be responsible for **non-faculty** Personnel Action Forms and Time Card signatures.			
14. Act as the instructor of record for the Directed Studies Program and be responsible for signing all applicable forms. The Department Chair shall delegate the actual instructional supervision to qualified unit members within the discipline/department.			

Evaluator: _____

Name of Department Chair: _____

Dept.: _____

Date: _____

EVAMGDEC