

Unit Member Evaluation of Department Chairs Form Continued

1 = ACCEPTABLE
2 = NOT ACCEPTABLE
3 = NOT OBSERVED

- 16. Provide orientation for new staff in the department.
- 17. Encourage temporary unit members to attend department meetings.
- 18. Conduct departmental faculty meetings at least once a semester for the department's temporary day and evening unit members.
- 19. Hold regularly scheduled advisory committee meetings (for the occupational programs).
- 20. Prepare and submit the total department budget, following conferences with the department members and staff. Be the spokesperson and advocate for the budget.

1	2	3

Evaluator: _____

Name of Department Chair: _____

Dept.: _____

Date: _____