

# Department Chair Evaluation Survey 2011-2012-Business, Legal, & Technology Education

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## 1. Instructions

Please rate your department chair Estelle Ogawa's performance of the duties and responsibilities listed below. Your responses will remain confidential.

### 1. Department Governance

0 = Does not apply, don't know or not sure, or no comment

1 = Very ineffectively

2 = Somewhat ineffectively

3 = Effectively

4 = Very effectively

0 1 2 3 4

Provides direction and guidance for departmental activities.

☐ ☐ ☐ ☐ ☐

Communicates timely and accurate information about campus activities.

☐ ☐ ☐ ☐ ☐

Responds promptly to inquiries and requests.

☐ ☐ ☐ ☐ ☐

Advocates for the department and its students, faculty, and staff.

☐ ☐ ☐ ☐ ☐

Encourages participation in governance or other campus-wide activities.

☐ ☐ ☐ ☐ ☐

Considers divergent viewpoints and demonstrates flexibility when it is warranted.

☐ ☐ ☐ ☐ ☐

Assists in establishing and maintaining a positive working relationship among faculty, staff and administrators within the campus structure.

☐ ☐ ☐ ☐ ☐

Assists in identifying and resolving departmental concerns and conflicts.

☐ ☐ ☐ ☐ ☐

### 2. Personnel

0 = Does not apply, don't know or not sure, or no comment

1 = Very ineffectively

2 = Somewhat ineffectively

3 = Effectively

4 = Very effectively

0 1 2 3 4

Reviews applications and recommends candidates for instructor positions.

☐ ☐ ☐ ☐ ☐

Evaluates my contract renewal and/or my tenure and promotion document.

☐ ☐ ☐ ☐ ☐

Coordinates personnel processes such as leaves and travel requests.

☐ ☐ ☐ ☐ ☐

Resolves or reduces conflicts.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Screens and assigns lecturers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reviews lecturer self-assessments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Curriculum and Instruction
- 0 = Does not apply, don't know or not sure, or no comment
- 1 = Very ineffectively
- 2 = Somewhat ineffectively
- 3 = Effectively
- 4 = Very effectively

	0	1	2	3	4
Coordinates department's course schedule, faculty workload and overload.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coordinates updates to curriculum, courses (at least every five years), and programs (at least every three years), linked to the department's and/or unit's tactical plan.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coordinates and updates department section of the catalog and schedule of classes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coordinates the assessment and improvement of course and program student learning outcomes, ensuring that they're aligned with accreditation standards and/or industry needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assists in or coordinates preparation of program review(s).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assists in or coordinates program accreditation reports and self-studies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. Planning and Budget
- 0 = Does not apply, don't know or not sure, or no comment
- 1 = Very ineffectively
- 2 = Somewhat ineffectively
- 3 = Effectively
- 4 = Very effectively

	0	1	2	3	4
Develops, carries out, monitors, and assesses the department's/unit's tactical plan, adjusting the plan as necessary.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identifies budget priorities based on the department's/unit's tactical plan.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prepares, monitors and adjusts department/unit budget.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coordinates department inventory of equipment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Student Services
- 0 = Does not apply, don't know or not sure, or no comment
- 1 = Very ineffectively
- 2 = Somewhat ineffectively

3 = Effectively  
4 = Very effectively

	0	1	2	3	4
Assists in or coordinates the department's role in student advising.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assists in or coordinates the department's role in recruitment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assists in or coordinates the department's role in learning support.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facilitates resolution of student academic grievances and complaints.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Additional Items for Feedback  
0 = Does not apply, don't know or not sure, or no comment  
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3 = Effectively  
4 = Very effectively

	0	1	2	3	4
Affiliation Agreements: Reviews/screens/negotiates clinical affiliation agreements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Continuing Education and Credit Certificates: Develops or assists in developing certificate proposals and course outlines for credit and continuing education courses or programs based on submissions from instructors/coordinators.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grants: Acquires and/or manages departmental grants.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. What are the Department Chair's major strengths?

8. What changes, if any, do you suggest to the Department Chair?

9. Additional comments related to your responses to the above duties and responsibilities.

