Memorandum of Understanding

Chair Evaluation

10-20-16
1. Introduction

As referenced in the RFP, each Department Chairperson shall be evaluated in the spring of each year in a manner prescribed by the VPAA. Additionally, each Department Chairperson shall be evaluated annually by the Faculty members in the Department.

The goal of the evaluation of the Department Chairperson is to provide constructive, professional feedback to the Chairperson to help him or her become an even more effective leader of the Department so that the Department as a whole can function more effectively. The basis of this increased effectiveness is a facilitated dialog between the Evaluation Team (the department Chairperson, the VPAA or designee, and a neutral third party) and the Residential Faculty of the Department.

2. Chair Evaluation Process

2.1. Fall Semester

2.1.1. Department Chairs are to inform their respective department(s) about the importance of this process and the ideas behind the questions in the evaluation.

2.1.2. The Instructional Deans, Chair of the Department Chair Association, and Faculty Senate President will collaborate to pick faculty members that will serve as a neutral third party.

2.2. Evaluation Process Timeline

2.2.1. The Instructional Dean's office emails the evaluation to all faculty in the specific departments by February 15th. The completed evaluations are returned to the Instructional Dean’s office by February 28th.

2.2.2. The Instructional Dean's office sends the results of the evaluation to the Department Chair and designated, neutral third party. Any details as to the identity of the evaluator will be kept strictly confidential by the Instructional Dean’s office and will not be shared with the Department Chairperson or neutral third party.

2.2.3. In March, the Instructional Dean, the neutral third party, and the Department Chair will meet together to review the evaluation. Together they will summarize the strengths/weaknesses cited in the evaluation with the explicit, defining goal of promoting continuous improvement by the Chair so that the Chair can become an even more effective leader and thus the Department can function more effectively.

2.2.4. The summary of the evaluation will be sent to all faculty in the Department.

2.2.5. The Department Chair will write a response to the summary. This response will be sent to the Instructional Dean and the neutral third party.

2.2.6. The Instructional Dean will share the Department Chair’s response with the Faculty in the Department.

2.2.7. The written response will be used to generate discussions at future Department meetings, which may be facilitated by the Instructional Dean and/or the neutral third party, or to generate initiatives in the Department Plan; again, the explicit, defining goal is to promote continuous improvement by the Chair.

2.2.8. All of the above steps will be completed prior to the end of each spring semester.

2.2.9. The completed evaluation shall be kept on file in the appropriate Instructional Dean’s office.
APPENDIX A
DEPARTMENT CHAIRPERSON EVALUATION FORM
Appendix A

MESA COMMUNITY COLLEGE DEPARTMENT CHAIRPERSON EVALUATION FORM

EVALUATION WILL BE CONFIDENTIAL. (Please complete by ________________.)

Chairperson’s Name ___________________________________________ Department ___________ Date ___________

Rating Key:

Please place an “X” in the appropriate box on the performance of this Chairperson in the following areas:

<table>
<thead>
<tr>
<th>A. Departmental Operations</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<tbody>
<tr>
<td>1. Communicates department/college business</td>
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<td>2. Conducts regularly scheduled department meetings</td>
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<td>3. Coordinates the schedule building/staffing process</td>
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<td>4. Exercises consistency in the enrollment process by following College/District processes</td>
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<td>5. Follows policy in handling student complaints</td>
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<td>6. Resolves conflicts within the department</td>
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1. What do you think the department chair does well with respect to Department Operations?

2. What would you like to see changed or improved within Department Operations? Explain why or give examples for improvement.

3. What do you feel has been your contribution or role to the department with respect to Department Operations?
### MESA COMMUNITY COLLEGE DEPARTMENT CHAIRPERSON EVALUATION FORM

<table>
<thead>
<tr>
<th>B. College Expectations</th>
<th>1</th>
<th>2</th>
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<tbody>
<tr>
<td>1. Coordinates and produces a department plan</td>
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<td>2. Advocates for the department</td>
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<td>3. Promotes accountability and department/college-wide</td>
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<td>committee membership</td>
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</table>

1. What do you think the department chair does well with respect to College Expectations?

2. What would you like to see changed or improved within College Expectations? Explain why or give examples for improvement.

3. What do you feel has been your contribution or role to the department with respect to College Expectations?
C. Improvement of Instruction

1. Supports departmental programs/initiatives/committees
2. Promotes/delegates curriculum changes
3. Encourages new instructional strategies
4. Encourages professional growth of faculty/staff of department

1. What do you think the department chair does well with respect to Improvement of Instruction?

2. What would you like to see changed or improved within Improvement of Instruction? Explain why or give examples for improvement.

3. What do you feel has been your contribution or role to the department with respect to Improvement of Instruction?
This Memorandum of Understanding was ratified by the Faculty Senate on October 20, 2016, and was then submitted to the President of Mesa Community College for his approval, signature, and date as indicated below:

Pamela Harrison, Faculty Senate President, Mesa Community College 2016-2018
Date 10/31/16

Sasan Pourreetezadi, Interim President, Mesa Community College
Date 10/31/16