

EVALUATION FORM FOR SCFA NON-SCHOOL CHAIR

COMPLETED BY APPROPRIATE SUPERVISOR

Name of Employee:	Department:
Period Evaluated:	Evaluator:

GENERAL EXPECTATIONS:

S = Satisfactory NI = Needs Improvement N/A = Not Applicable

	S	NI	N/A
1. Works cooperatively and respectfully with all college employees.	☐	☐	☐
2. Works cooperatively and respectfully with relevant outside agencies and advisory committees.	☐	☐	☐
3. Works cooperatively and respectfully with students.	☐	☐	☐
4. Maintains, updates and drafts when necessary, department policy.	☐	☐	☐
5. Appropriately applies relevant college policies, procedures and collective agreement provisions for all employee groups.	☐	☐	☐
6. Reliable and accountable in fulfilling leadership responsibilities.	☐	☐	☐
7. Contributes to a supportive and sustainable environment at the college.	☐	☐	☐
8. Consistently conducts all college activities in an ethical, fair and honest manner.	☐	☐	☐
9. Communicates effectively, accurately in an organized and timely manner.	☐	☐	☐

COMMENTS REGARDING GENERAL EXPECTATIONS:

EVALUATION FORM FOR SCFA NON-SCHOOL CHAIR

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LEADERSHIP, LONG RANGE PLANNING, GOAL SETTING, COLLEGE MISSION

S = Satisfactory NI = Needs Improvement N/A = Not Applicable

	S	NI	N/A
1. Communicates policies, procedures, directives and changes to the department.	☐	☐	☐
2. Communicates to the dean/director issues of concern involving policies, procedures, directives and changes involving the department.	☐	☐	☐
3. Supports and encourages the professional development of department members.	☐	☐	☐
4. Is actively involved on appropriate college committees.	☐	☐	☐
5. Works with department members and other stakeholders to develop long-range department goals and plans that are reviewed on an annual basis.	☐	☐	☐
6. Works collaboratively with the dean/director to develop and promote the department in both the college and the wider community.	☐	☐	☐

COMMENTS REGARDING LEADERSHIP, LONG RANGE PLANNING, GOAL SETTING, COLLEGE MISSION:

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MANAGEMENT OF STAFF, RESOURCES AND LEARNING

S = Satisfactory NI = Needs Improvement N/A = Not Applicable

	S	NI	N/A
1. Provides effective supervision and supports department staff.	☐	☐	☐
2. Provides required reports concerning activities within the department.	☐	☐	☐
3. Collaborates with the dean/director to initiate departmental evaluations procedures and to ensure appropriate follow-up.	☐	☐	☐
4. Schedules regular department meetings as required.	☐	☐	☐
5. Collaborates with the dean/director to prepare the operating, capital and personnel budgets for their department in accordance with administrative directives and procedures.	☐	☐	☐
6. Monitors and controls the budget in consultation with the dean/director.	☐	☐	☐
7. Works with the dean/director to ensure that facilities meet the needs of the department.	☐	☐	☐

COMMENTS ON MANAGEMENT OF STAFF, RESOURCES AND LEARNING:

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HUMAN RESOURCE MANAGEMENT

S = Satisfactory

NI = Needs Improvement

N/A = Not Applicable

	S	NI	N/A
1. Collaborates with the dean/director in the staff recruitment and selection process.	☐	☐	☐
2. Carries out orientation and onboarding of new staff using the college process.	☐	☐	☐
3. Provides new staff with initial direction and assignments as they start into the department.	☐	☐	☐
4. Reviews and makes recommendations regarding department staff vacation, assigned duty and CD/PD plans.	☐	☐	☐
5. Coordinates with Campus Manager and the appropriate staff to manage departmental needs.	☐	☐	☐

COMMENTS ON HUMAN RESOURCE MANAGEMENT:

PROPOSAL WRITING/GENERATION, AND PROJECT MANAGEMENT

S = Satisfactory

NI = Needs Improvement

N/A = Not Applicable

	S	NI	N/A
1. Works collaboratively with the dean/director to initiate and develop proposals for the funding of related projects.	☐	☐	☐
2. Collaborates with the dean/director to facilitate, monitor and report on special projects.	☐	☐	☐
3. Collaborates with the finance department to maintain financial reporting to external funders.	☐	☐	☐

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COMMENTS PROPOSAL WRITING/GENERATION, AND PROJECT MANAGEMENT:

COMMUNICATION

S = Satisfactory NI = Needs Improvement N/A = Not Applicable

	S	NI	N/A
1. Establishes and maintains appropriate liaison with internal and external contacts.	☐	☐	☐
2. Liaises with department staff and the college community regarding issues of concern to the department as appropriate.	☐	☐	☐
3. Initiates and has crucial conversations as necessary with direct report employees, peers and supervisors.	☐	☐	☐
4. Effectively deals with conflicts in the department.	☐	☐	☐

COMMENTS ON COMMUNICATION:

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OTHER SERVICE TO THE COLLEGE

Please note any other activities undertaken by employees which are of service to the college.

PROFESSIONAL DEVELOPMENT

Specific activities undertaken during the past year (including the professional development period) and continuing professional activities which have contributed to the professional growth of the chair should be listed below.

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EMPLOYEE SELF-ASSESSMENT

Completed and attached to this evaluation form: ☐ Yes ☐ No

COMMENTS ON MOST SIGNIFICANT AREAS OF STRENGTH:

COMMENTS ON RECOMMENDATIONS FOR IMPROVEMENT

A) Current performance appraisal summary and other comments:

B) Follow-up from previous performance appraisal (where relevant):

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CHECK APPROPRIATE BOX:

- ☐ Appraisal satisfactory
- ☐ Appraisal satisfactory with some recommendations. Details attached.
- ☐ Appraisal unsatisfactory and at least one of the following is required. Details attached.
 - action plan
 - comprehensive evaluation

DEAN/DIRECTOR

DEAN/DIRECTOR SIGNATURE

DATE

EMPLOYEE RESPONSE TO EVALUATION:

The evaluation has been discussed with me.

CHAIR

CHAIR SIGNATURE

DATE

DEAN/DIRECTOR

DEAN/DIRECTOR SIGNATURE

DATE

HUMAN RESOURCES

HUMAN RESOURCES SIGNATURE

DATE