



**PIKES PEAK**  
COMMUNITY COLLEGE

**Department Chair Self-Assessment**

*(To be completed by the Department Chair. Not part of the annual faculty evaluation)*

<b>Name:</b>	<b>Date:</b>
<b>Division:</b>	<b>Dean/Supervisor:</b>

The Department Chair will use the categories, **Exemplary**, **Commendable**, **Needs Improvement**, and **N/A** to rate his/her responsibilities by placing a check under the appropriate category below. **Exemplary**—Consistently exceeds standards outlined (i.e. demonstrates initiative, completes tasks in advance of deadlines, exceptional problem solving and follow-through, highly participatory). **Commendable**—Consistently meets standards outlined. **Needs Improvement**—Inconsistently meets standards outlined. **N/A**—Category does not apply to the chair or will not be considered in the overall review.

<b>Program Management</b>	<b>Exemplary</b>	<b>Commendable</b>	<b>Needs Improvement</b>	<b>N/A</b>
Recommend the hiring, assigning, evaluating, and, if necessary, terminating of adjunct instructors to the dean				
Mentor, support and provide orientation to adjunct instructors				
Monitor enrollment before the semester begins to adjust the schedule as necessary				
Collect and review syllabi for course content, including CCNS and GE 25				
Handle student complaints, include grade disputes, relating to adjunct instructors				
Follow-up on department grades and no-shows				
Meet with publishers' representatives and complete paperwork for textbook adoptions. Order desk copies of textbooks as required				
Maintain discipline/department – specific materials, supplies and equipment				
Monitor department/program budget(s)				
Prepare the semester schedules and compose catalog materials				
Determine course offerings with the approval of the Division Dean				
Meet and communicate with advisory group(s), if applicable				
Review transfer credit review requests from Records				
Review degrees, certificates and academic tracks and modify them as necessary				
Monitor adjunct course materials & syllabi for accessibility				
Direct program reviews as required				
Approve substitutes for adjunct faculty, as appropriate				
<b>Program Management--Chair's Comments</b>				

<b>Program Quality and Assessment</b>	<b>Outstanding</b>	<b>Commendable</b>	<b>Needs Improvement</b>	<b>N/A</b>
Direct curriculum review, to include: <ul style="list-style-type: none"> <li>• Oversee development of new courses</li> <li>• Prepare materials for CIP submission of new courses and course changes</li> <li>• Recommend basic skills standards for courses in the discipline</li> </ul>				
Oversee Prior Learning Assessment and course transfer evaluation requests				
Schedule and conduct discipline meetings with adjunct and full-time faculty				
Attend training sessions established by the college to inform chairs of policies and procedures and administrative processes				
Hold department meetings to disseminate best practice strategies for teaching, student retention, innovations, as well as other topics.				
Oversee course compliance per State, Federal accreditation or recertification				
Oversee department assessment				
<b>Program Quality and Assessment--Chair's Comments</b>				
<b>Leadership</b>	<b>Outstanding</b>	<b>Commendable</b>	<b>Needs Improvement</b>	<b>N/A</b>
Attend division chair meetings				
Serve as a community contact for the discipline/department				
Maintain an active advisory committee (CTE only)				
Engage in department and division planning				
Coordinate transfer and articulation				
Act as department/program liaison for eLearning				
Work with Dean on announcements of new faculty positions				
<b>Leadership--Chair's Comments</b>				
<b>Overall Review--Dean's Comments</b>				
<b>Signatures and Dates</b>				
Chair's Signature:		Date:		
Supervisor's Signature:		Date:		