

Evaluation of Director/Coordinator of Instructional Program

Director/ Coordinator _____ Semester _____

Date _____

Instructions: Ratings are to be based on the Administrator's observations of the Director/
level of performance.

Coordinator

1. Unsatisfactory
2. Fair
3. Average
4. Good
5. Excellent

The Director/Coordinator:

1. ____ Understands the department's purpose, goals and proper growth in service to the institution.
2. ____ Serves as an effective Director/Coordinator to the program.
3. ____ Handles departmental problems without "unnecessary" communication with superiors.
4. ____ Facilitates communication between department and administration.
5. ____ Cooperates with colleagues and administrators in support of the mission and purpose of the college.
6. ____ Demonstrates the knowledge and use of basic administrative techniques and procedures relative to the responsibilities and duties of his/her position.
7. ____ Performs work-related activities with minimal supervision and direction.
8. ____ Demonstrates efficiency and promptness in meeting deadlines.
9. ____ Exercises sound judgment in the recruitment and selection of faculty and in administrative decision making.
10. ____ Accepts appointments to faculty and special committees.
11. ____ Effectively schedules classes and is impartial in the assignment of institutional work load.

12. ____ Effectively prepares, administers and utilizes department budget.
13. ____ Provides necessary information and feedback to co-workers.
14. ____ Promotes confidence and trust among faculty members and staff.
15. ____ Focuses on the improvement of instruction
16. ____ Effectively secures and facilitates Advisory Committee Meetings.
17. ____ Written letters and documentations are professionally written and free of errors.

Comments by Administrator:

Administrator

Date

Comments by Director/Coordinator of Instructional Program:

Director/Coordinator of Instructional Program

Date