



MARTIN COMMUNITY COLLEGE
DIVISION CHAIR/DIRECTOR - NURSING & EQUINE
(SELF) EVALUATION

Name:		Review Period (year):
Job Title:		Date:
Division:		Supervisor:

Rating: A = Exceed Expectations B = Meets Expectations C = Partially Meets Expectations D = Does Not Meet Expectations E = Not Applicable	
I. Planning and Organization	Rating
1. Establishes clear department goals and objectives.	
2. Establishes a plan to achieve goals and objectives.	
3. Monitors departmental progress in achieving goals and objectives.	
4. Meets deadlines promptly.	
II. Budgeting	Rating
5. Establishes sound department budgets.	
6. Monitors budgets.	
III. Personnel	Rating
7. Involves department faculty in decisions.	
8. Handles personnel matters effectively.	
9. Maintains good working relationships with other divisions in the college.	
10. Evaluates faculty.	
11. Encourages department commitment to institutional goals and objectives.	
12. Hires qualified part-time faculty in a timely manner.	
13. Participates in selection of full-time faculty.	
IV. Academic Leadership	Rating
14. Encourages and supports academic excellence.	
15. Stay abreast of changes in program standards, accreditation, transferability, etc.	
16. Participates in curriculum development activities.	
17. Seeks the support of the advisory committees.	
V. Professional Development	Rating
18. Encourages faculty to participate in staff development activities.	
19. Participates in staff development activities.	

Employee Strengths:

Employee's Comments: