

***Division Head's Evaluation of Curriculum Coordinator***

Curriculum Coordinator: \_\_\_\_\_

Division: \_\_\_\_\_

Division Head: \_\_\_\_\_

Date: \_\_\_\_\_

The Curriculum Coordinator should be evaluated according to the following rubric by marking the appropriate box.

- 4 Exceeds Expectations
- 3 Meets Expectations
- 2 Needs Improvement
- 1 Unsatisfactory
- 0 or NA Not Applicable

*\*Please Note—there is a comment section at the end of the form for providing additional information. Performance appraisal will be done in the fall, and the evaluation period will be the previous academic year, fall and spring. **Anything other than a 3 must be explained in the comments section.***

*(A detailed list of duties/responsibilities is distributed in the body and the Appendices of the Faculty Handbook.)*

	4	3	2	1	0
<b><i>Curriculum Development</i></b>					
<b><i>Scheduling</i></b>					
<b><i>Staffing</i></b>					
<b><i>Budgeting</i></b>					
<b><i>Service to Students</i></b>					
<b><i>Service to College</i></b>					

***Total Point Average:*** \_\_\_\_\_

***UNIQUE CONTRIBUTIONS***

Please identify and explain any unique contribution(s) during this evaluation period.  
(Attach additional sheet if necessary.)

**COMMENTS:**

Please check one box and sign below.

I have reviewed this report and do not need to discuss it with the evaluator or other supervisor.	
I have reviewed this report and would like to discuss it with the evaluator or other supervisor.	

\_\_\_\_\_  
Curriculum Coordinator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Head Signature