

Administrator's Evaluation of Curriculum Coordinator

Curriculum Coordinator: _____

Division: _____

Administrator: _____

Date: _____

The Division Head 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
<i>Curriculum Development</i>					
<i>Scheduling</i>					
<i>Staffing</i>					
<i>Budgeting</i>					
<i>Service to Students</i>					
<i>Service to College</i>					

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 my supervisor.	
I have reviewed this report and would like to discuss it with the evaluator or my supervisor.	

Curriculum Coordinator Signature

Date

Administrator's Signature