



Calumet College of St. Joseph Department Chair Evaluation Form

Information Needed To Support Reappointment, Promotion,
Tenure Application And Merit Consideration.

Name:

Date:

Rank:

Program:

Check Appropriate and Indicate Year

Annual Contract	Probationary/Tenure Track	Tenured	Year

A) GENERAL INFORMATION

1) Academic Record

Degree	Rank	Institution	Year
Bachelors			
Masters			
Terminal Degree			

Indicate rating by checking the box below appropriate response

B) TEACHING

1) Competence in conduct of classes

Superior	Above Average	Average	Below Average	Inferior	Don't Know

Comments:

2) Ability to lecture and lead discussion.

Superior	Above Average	Average	Below Average	Inferior	Don't Know

Comments:

3) Class organization, especially as reflected in the syllabus.

Superior	Above Average	Average	Below Average	Inferior	Don't Know

Comments:

4) Regular adherence to College policies: timelines, duration and cancellation of classes, course material consistent with College mission and goals as well as program objectives and maintenance of an environment conducive to academic explanation and learning.

Superior	Above Average	Average	Below Average	Inferior	Don't Know

Comments:

- 5) Participation in curriculum development and the formulation of academic policies.

Superior	Above Average	Average	Below Average	Inferior	Don't Know

Comments:

C) Professional Development

- 1) Progress toward terminal degree.

Superior	Above Average	Average	Below Average	Inferior	Don't Know

Comments:

- 2) . Attendance and participation at professional meetings.

Superior	Above Average	Average	Below Average	Inferior	Don't Know

Comments:

3) Research and/or creative activity.

Superior	Above Average	Average	Below Average	Inferior	Don't Know

Comments:

D) Contribution to the College community

- 1) Posting of office hours for advising and consulting with student (hours should equal the number of semester hours taught).

Superior	Above Average	Average	Below Average	Inferior	Don't Know

Comments:

- 2) Attendance at College functions such as Academic Senate meetings, Division meetings, convocations, commencement, professional development activities and committee meetings.

Superior	Above Average	Average	Below Average	Inferior	Don't Know

Comments:

3) Relationship with colleagues

Superior	Above Average	Average	Below Average	Inferior	Don't Know

Comments:

E) Source of information

- 1) In regard to the person under consideration my opportunity for observing work has been

Extensive	Occasional	Rare

- 2) My opportunity for receiving reports from others has been

Extensive	Occasional	Rare

- 3) My opportunity for checking the accuracy of such reports has been

Extensive	Occasional	Rare

- 4) Expressions of student approval coming to my attention stem from (add your own comments)

- 5) Adverse criticism by students coming to my attention are attributed to (add your own comments)

F) RECOMMENDATIONS

1) Reappointment

	I advise non-renewal of the candidate's contract
	I advise renewal with reservation for another year
	I advise renewal unreservedly, with expectation of eventual tenure

2) Promotion

	I advise denying promotion
	I advise promotion with reservation
	I advise promotion

3) Tenure

	I advise denying tenure and offering a terminal contract
	I advise granting tenure

4) Merit Consideration

	Superior
	Above Average
	Average
	Below Average
	Inferior