

BCGEU CHAIR EVALUATION FORM

TO BE COMPLETED BY APPROPRIATE SUPERVISORS

**BC GOVERNMENT
AND SERVICE
EMPLOYEES' UNION**



Employee Name:	Department:
Period Evaluated:	Evaluator:

LEADERSHIP	ALMOST ALWAYS	MORE THAN HALF THE TIME	HALF THE TIME	LESS THAN HALF THE TIME	ALMOST NEVER
1. Engages the faculty and staff of the school in the establishment of annual and long-term goals, strategies, and actions that are in alignment with college strategic directions.					
2. Is actively and productively involved on appropriate college committees.					
3. Works collaboratively with the Dean and others to develop and promote new strategic alliances with educational and community institutions.					
4. Works cooperatively and respectfully with other college staff, students, and external stakeholders.					
5. Collaborates with Dean and others to facilitate, monitor, and report on special projects.					

COMMENTS:

MANAGEMENT OF INSTRUCTIONAL PROGRAMS AND STUDENT ISSUES WITHIN SCHOOL	ALMOST ALWAYS	MORE THAN HALF THE TIME	HALF THE TIME	LESS THAN HALF THE TIME	ALMOST NEVER
1. Supervises and supports the instructional programs within the department.					
2. Provides required reports concerning activities within the department. Collaborates with the Dean and others to initiate program evaluation procedures and to ensure appropriate follow-up.					
3. Conducts regular department meetings as required.					
4. Collaborates with the Dean and others to prepare and monitor the operating, capital, and staff budgets for the department.					
5. Collaborates with other colleges, universities, provincial institutes and external agencies to keep programs up-to-date within their fields.					
6. In consultation with the Dean and others, handles student appeals, course challenges, and other concerns related to instruction.					
7. Collaborates with College and external partners to drive appropriate student enrollment.					

COMMENTS:

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STAFF MANAGEMENT	ALMOST ALWAYS	MORE THAN HALF THE TIME	HALF THE TIME	LESS THAN HALF THE TIME	ALMOST NEVER
1. Collaborates with the Dean and others in the staff recruitment and selection process. Carries out orientation of new staff in the department and provides them with direction for teaching assignments.					
2. Conducts timely evaluations and appraisals of all full- and part-time instructional staff within the department.					
3. Works with staff to review, develop, and implement professional development plans.					
4. Meets regularly with staff to ensure they feel supported to carry out their duties.					
5. Assigns workload allocations to create equitable balance of work within the school and in keeping with the relevant collective agreements.					

COMMENTS:

Goals for the coming year:

Most significant areas of strength:

Recommendations for improvement:

CHECK APPROPRIATE BOX: Appraisal satisfactory Needs improvement - Action Plan to be developed
 Affix any other relevant details to this document.

School Chair / Department Head

Date

Signature

Dean / Supervisor

Date

Signature

Human Resources

Date

Signature

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NOTES:

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