

EVALUATION FORM  
 FOR SCFA SCHOOL CHAIR/  
 DEPARTMENT HEAD  
 COMPLETED BY APPROPRIATE SUPERVISOR

**SELKIRK COLLEGE  
 FACULTY ASSOCIATION**



Employee Name:	Department:
Period Evaluated:	Evaluator:

**GENERAL EXPECTATIONS:**

S = Satisfactory      NI = Needs Improvement      N/A = Not Applicable

	S	NI	N/A
1. Works cooperatively and respectfully with all college employees.			
2. Works cooperatively and respectfully with relevant outside agencies and advisory committees.			
3. Works cooperatively and respectfully with students.			
4. Maintains, updates, and drafts when necessary, school/department policy.			
5. Appropriately applies relevant college policies, procedures and collective agreement provisions for all employee groups.			
6. Reliable and accountable in fulfilling leadership responsibilities			
7. Contributes to a supportive and sustainable environment at the college.			
8. Consistently conducts all college activities in an ethical, fair and honest manner.			
9. Communicates effectively, accurately in an organized and timely manner.			

**COMMENTS REGARDING GENERAL EXPECTATIONS:**

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# SELKIRK COLLEGE FACULTY ASSOCIATION



## LEADERSHIP, LONG RANGE PLANNING, GOAL SETTING, COLLEGE MISSION

S = Satisfactory

NI = Needs Improvement

N/A = Not Applicable

	S	NI	N/A
1. Communicates policies, procedures, directives and changes to the school/department.			
2. Communicates to the Dean issues of concern involving policies, procedures, directives and changes involving the school/department.			
3. Supports and encourages the professional development of department/school members.			
4. Provides exposure to staff for new developments in education.			
5. Is actively involved on appropriate college committees.			
6. Works with department/school members and other stakeholders to develop long-range department goals and plans that are reviewed on an annual basis.			
7. Works collaboratively with the Dean to develop and promote the department/school in both the college and the wider community.			
8. Works with school and individual faculty members in the development of educational experiences that will appropriately meet the needs of the learners, and the various agencies or institutions with which the college liaises.			

## COMMENTS REGARDING LEADERSHIP, LONG RANGE PLANNING, GOAL SETTING, COLLEGE MISSION:

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**MANAGEMENT OF STAFF, RESOURCES AND LEARNING**

S = Satisfactory      NI = Needs Improvement      N/A = Not Applicable

	S	NI	N/A
1. Provides effective supervision and supports department/school staff.			
2. Provides required reports concerning activities within the department /school.			
3. Collaborates with the Dean to initiate departmental/school evaluations procedures and to ensure appropriate follow-up.			
4. Schedules regular department meetings as required.			
5. Collaborates with the Dean to prepare the operating, capital and personnel budgets for their department in accordance with administrative directives and procedures.			
6. Monitors and controls the budget in consultation with the Dean.			
7. Works with the Dean to ensure that facilities meet the needs of the department/school.			
8. Collaborates with the Dean to articulate department/school resources with other colleges, the universities, provincial institutions and external agencies..			

**COMMENTS ON MANAGEMENT OF STAFF, RESOURCES AND LEARNING:**

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## HUMAN RESOURCE MANAGEMENT

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	S	NI	N/A
1. Collaborates with the Dean in the staff recruitment and selection process.			
2. Carries out orientation and onboarding of new staff using the college process.			
3. Provides new staff with initial direction and assignments as they start into the Department.			
4. Handles student appeals, course challenges, and other concerns related to instruction			
5. Reviews and makes recommendations regarding department/school staff vacation, assigned duty and CD/PD plans.			
6. Works collaboratively with the department members to develop teaching assignments and timetables that are learner-focused and forward these recommendations to the Dean for final approval.			
7. Coordinates with Campus Manager and the appropriate staff to finalize the timetable.			

### COMMENTS ON MANAGEMENT OF STAFF, RESOURCES AND LEARNING:

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## PROPOSAL WRITING/GENERATION, AND PROJECT MANAGEMENT

S = Satisfactory      NI = Needs Improvement      N/A = Not Applicable

	S	NI	N/A
1. Works collaboratively with the Dean to initiate and develop proposals for the funding of related projects.			
2. Collaborates with the Dean to facilitate, monitor and report on special projects.			

### COMMENTS PROPOSAL WRITING/GENERATION, AND PROJECT MANAGEMENT:

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**COMMUNICATION**

S = Satisfactory

NI = Needs Improvement

N/A = Not Applicable

	S	NI	N/A
1. Establishes and maintains appropriate liaison with internal and external contacts.			
2. Liaises with department/school staff and the College community regarding issues of concern to the department/school as appropriate.			
3. Initiates and has crucial conversations as necessary with direct report employees, peers and supervisors.			
4. Effectively deals with conflicts in the department.			

**COMMENTS ON COMMUNICATION:**

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**OTHER SERVICE TO THE COLLEGE**

Please note any other activities undertaken by employees which are of service to the college.

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**PROFESSIONAL DEVELOPMENT**

Specific activities undertaken during the past year (including the professional development period) and continuing professional activities which have contributed to the professional growth of the Chair should be listed below.

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**EMPLOYEE SELF-ASSESSMENT**

Completed and attached to this evaluation form:  Yes  No

**COMMENTS ON MOST SIGNIFICANT AREAS OF STRENGTH:**

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**COMMENTS ON RECOMMENDATIONS FOR IMPROVEMENT**

**A)** Current Performance Appraisal Summary and Other Comments:

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**B)** Follow-up from Previous Performance Appraisal (where relevant)

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- CHECK APPROPRIATE BOX:**  Appraisal satisfactory  Appraisal satisfactory with some recommendations. Details attached
- Appraisal unsatisfactory and at least one of the following is required. Details attached.
- action plan
  - comprehensive evaluation

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Dean / Supervisor

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Date

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Signature

**EMPLOYEE RESPONSE TO EVALUATION:**

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The evaluation has been discussed with me.

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School Chair / Department Head

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Date

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Signature

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Dean / Supervisor

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Date

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Signature

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Human Resources

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Date

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Signature