

MPC DIVISION CHAIR EVALUATIONS

The Agreement between Monterey Peninsula Community College District and Monterey Peninsula College Teacher's Association, ARTICLE 14 – EVALUATION, details the Division Chair evaluation process.

The key procedures and required components of the Division Chair evaluation process follow:

14.2.4 Instructional Chairpersons

No later than March 1 of each year, the members of each division or area shall evaluate their chairperson, and the designated management administrative staff shall evaluate the chairpersons.

14.3.3.2 Evaluation Plan

The division evaluation of the division chairperson shall be administered by three (3) members of the division. The nomination and selection of these committee members shall be made at least one (1) month before the evaluation date at a divisional meeting called by the division chairperson for that specific purpose. The administrative evaluation shall be conducted by the responsible dean.

[Example: If the nomination and selection of the 3 committee members occurs on February 3rd, the evaluation data will compiled be no earlier than March 3rd]

14.3.3.3 Written Survey

The committee of three (3) described above shall conduct a written survey of the division members regarding the strengths and weaknesses of the division chairperson. The committee shall work with the division chairperson's Duties and Responsibilities. The results of this evaluation shall be presented to the division chairpersons individually prior to the after-evaluation conference specified in 14.3.2.5 of this Article and shall have as the principle objective the improvement of the instructional division chairperson's work.

14.3.3.4 Administrative Evaluation

The responsible dean shall conduct a written survey of designated management administrative staff members regarding the strengths and weaknesses of the job performance required by the Duties and Responsibilities listed in Article 23.4 of this Agreement. A list of the administrative staff authorized annually to participate in this evaluation of division chairpersons shall normally be made available to the division chairpersons no later than ten (10) days after the beginning of the academic year or semester in which the evaluation is to take place. The results of this evaluation shall be presented to the division chairpersons individually prior to the after-evaluation conference and shall be shared with the appropriate Vice President.

14.3.3.5 After-Evaluation Procedures

The results of the written division surveys and administrative surveys shall be transmitted to the Vice President and responsible dean who shall have the responsibility to conduct a conference with each instructional division

chairperson on the written evaluation results within a reasonable period of time which normally shall not exceed two (2) weeks after the written evaluation surveys.

14.3.3.6 Written Report and Response

There shall be a single report prepared by the responsible dean incorporating the results of the division or area and administrative survey components. One (1) copy of this report shall be placed in the division chairperson’s file, and one (1) copy shall be retained by the division chairperson. Any written response to this report by a division chairperson filed within two (2) weeks of receipt of the copy shall be attached to the evaluation file copy of this report.

Since the Division Chair evaluation process requires survey input from both faculty and administration, it is critical that a timeline be developed by the 3-member committee and the responsible dean. Please advise your dean when the 3-member faculty evaluation committee will be selected.

Recommended Timeline	
Division Office Meetings	<ul style="list-style-type: none"> • 3 faculty member committee selected to conduct survey
<ul style="list-style-type: none"> • 1 month later 	<ul style="list-style-type: none"> • Survey period ends
<ul style="list-style-type: none"> • 2 weeks later 	<ul style="list-style-type: none"> • Faculty survey results compiled, summarized, and given to Division Chair & responsible Dean • Administrative survey results compiled, summarized, and given to the Division Chair
<ul style="list-style-type: none"> • 2 weeks later 	<ul style="list-style-type: none"> • Dean combines surveys results and give written report to Vice President and Division Chair
<ul style="list-style-type: none"> • 2 weeks later 	<ul style="list-style-type: none"> • Vice President and Dean meet with the Division Chair to review evaluation results