

PERSONNEL  
Academic Program Coordinators  
Performance Evaluation #3126

POLICY

The performance of each Academic Program Coordinator shall be annually evaluated by his/her Department Dean, utilizing Form #3126.

Academic Program Coordinators are appointed annually by the Board of Trustees. Annual performance evaluations shall be one element of consideration used by the President and Vice President of Academic Affairs when formulating annual recommendations for re-appointment.

The Department Dean shall seek and take into consideration the input of department faculty when completing the performance evaluation. The Department Dean shall meet with each Academic Program Coordinator to provide an opportunity for discussion of the annual performance evaluation. Upon completion of the evaluation conference, both parties shall date and sign the evaluation form. The Department Dean shall forward the original copy of the evaluation form through the Vice President of Academic Affairs to the Human Resources Department where it shall be filed in the personnel file of the Coordinator.

Academic Program Coordinators may be evaluated more than once per year, if deemed necessary by the Department Dean.

Wherein the specifics of this policy are at variance with the terms and conditions of a collective bargaining agreement, the terms and conditions of the collective bargaining agreement shall take precedence.

ADOPTED: June 23, 2003



Academic Program Coordinator Evaluation  
Form #3126-1

Identification Label or:	
Name: _____	Job Title: _____
Department: _____	Supervisor: _____
Evaluation Period From: _____ to _____	

The purpose of evaluation is to help improve the performance of the person being evaluated.  
Please assess the following:

Functional responsibilities, as set forth in the attached job description for this position:

---

---

---

---

---

---

---

---

---

---

Identify all areas of performance that require improvement:

---

---

---

---

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coordinator Comments (add pages, if necessary):

---

---

---

---

Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copies: Original in the Coordinator's Personnel File  
Coordinator  
Department Dean