**Instructions**

This form provides an opportunity for you to evaluate the performance of the colleague listed in the email message.

1. For each question listed below, select the appropriate rating that best reflects your view of the extent to which the faculty member meets expectations for the area of evaluation.

**SD** = Strongly Disagree **D** = Disagree **A** = Agree **SA** = Strongly Agree

At the end of the evaluation form, please provide a brief comment in support of your appraisal with specific examples as appropriate.

1. When you have completed the form, please save the form with one of the following file name protocols:

(In the example below, Brian Smith is the person being reviewed and Deb Sullivan-Trainor is the reviewer.)

* 1. **Committee Chair**:
     1. CANDIDATE LAST NAME\_Candidate first name CommChair Evaluation\_YOUR INITIALS (Example: SMITH\_Brian CommChair Evaluation\_DST)

1. Email the file to [cas-academic-affairs@bethel.edu](mailto:cas-academic-affairs@bethel.edu) with the SUBJECT: CommChair Evaluation: CANDIDATE NAME

**Candidate Last Name:**       **Candidate First Name:**

**Your Name:**       **Date:**

**Name of Committee Chaired:**

**Length of time you were chair while the faculty member being evaluated was a member of your committee:**

One year

Two years

Three years

Other:

The faculty member and the specific committee’s members have access to this evaluation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expectation** | **SD** | **D** | **A** | **SA** |
| The faculty member was in regular attendance at committee meetings. |  |  |  |  |
| The faculty member contributed to the work of the committee at an acceptable level. |  |  |  |  |
| The faculty member interacted with the chair and other committee members in a collegial manner. |  |  |  |  |

Please note any significant contributions or pertinent difficulties related to working with this faculty member on the committee.

**Comments:**