**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:

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 most 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

1. After each category, please provide a brief comment in support of your appraisal with specific example as appropriate.
2. When you have completed the form please save the form with the following file name protocol:

CANDIDATE LAST NAME\_Candidate first name CommChair Evaluation\_

YOURINITIALS (Example: SMITH\_Brian CommChair Evaluation\_DST)

1. Email the file to cas-academic-affairs@bethel.edu with the Subject: CommChair Evaluation: CANDIDATE NAME

The faculty member and the P and T Committee 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.