

ADDENDUM FOR DEPARTMENTAL CHAIRS

V. Administration

Please describe below accomplishments during 2008 that you believe demonstrate your effectiveness as a chair. (You do not need to list routine responsibilities of a chair.)

A. Department governance

B. Instruction supervision and student affairs

C. Faculty affairs

D. Budget resources and office management

ADDENDUM FOR PROGRAM DIRECTOR

V. Administration

Please describe below accomplishments during 2008 that you believe demonstrate your effectiveness as a director.