



Academic Program Coordinator Performance Evaluation Form

Dear colleagues working in the college :

In order to develop the work in your department, this questionnaire is being applied to all faculty members and their assistants in the department to learn their opinions about The performance of the head of the department with the aim of identifying and enhancing the positives and identifying the negatives and taking the necessary measures to improve them. This is with the knowledge that the data This questionnaire is confidential and will not be used for any other purposes.

Name of the head of the department council :.....

Program :.....

Evaluation date:../../ 20

Academic degree :.....

	Performance	1	2	3	4	5
		Completely disagree	Disagree	acceptable	Fairly acceptable	Very agree
1	Commitment to implementing the decisions of the Program Committee decisively					
2	He has a decisive leadership personality.					
3	Respects others' opinions and allows for effective discussion.					
4	He has a clear and announced policy in managing and developing the department.					
5	Interested in continuous dialogue with faculty members					
6	The program and the college give a lot of their time.					
7	Distributes responsibilities fairly among faculty members.					
8	Uses his legal powers fairly and logically					
9	Ensures that the department's available resources are distributed objectively.					
10	Seeks to effectively solve problems facing program members.					
11	Department members are allowed to view the decisions of the Program Committee.					
12	Characterized by clarity and transparency in transactions					
13	It works to publish, announce and promote the undergraduate study programmes of the programme among beneficiaries in the labour market and among students before determining the specialisation.					
14	Everyone is equal in participating in the committees formed by the program.					



15	Program members are informed of any new developments received from the Program Committee and the Higher Programs Committee at the university.					جامعة حلوان كلية الهندسة - المطرية
16	oment and devices for the benefit of the educational process.					
17	He periodically follows up on the necessary maintenance procedures for the laboratories/workshops and their equipment and devices for the benefit of the educational process.					
18	Follows up on the procedures for purchasing the necessary scientific equipment and modern scientific books for the					

Notes you would like to add :

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