

Department Chair Evaluation Form

Directions: Given below are statements describing the performance of the department chair. You will respond using the following scale:

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|----|-----------|----|------------|
| 1. | Excellent | 4. | Poor |
| 2. | Good | 5. | Failure |
| 3. | Fair | 6. | No Opinion |

Department Governance

- _____ 1. Organizes, schedules, and manages the affairs of the department effectively.
- _____ 2. Makes decisions in a rational manner.
- _____ 3. Follows policies and procedures established by the University.
- _____ 4. Makes both long and short range plans that are consistent with departmental and university goals.
- _____ 5. Reports situations accurately, keeps appropriate information confidential and maintains ethical standards.
- _____ 6. Establishes and makes effective use of departmental committees.
- _____ 7. Encourages faculty and staff communication within the department.

Faculty Affairs

- _____ 8. Follows established guidelines in recommending faculty/staff appointments, promotions and salary recommendations.
- _____ 9. Encourages democratic procedure and faculty involvement in the development of departmental policies and practices.
- _____ 10. Demonstrates an ability to get along with and relate to departmental personnel in day-to-day interpersonal relations and is tactful and diplomatic.
- _____ 11. Shows respect for the due process rights of faculty and students.
- _____ 12. Is fair and consistent in evaluating faculty.
- _____ 13. Is fair in assigning offices, classrooms and other physical facilities.
- _____ 14. Aids in resolving conflicts between faculty members, between students and faculty, and between administration and faculty.
- _____ 15. Seems aware of and responsive to departmental morale.
- _____ 16. Shows sensitivity to faculty and staff in responding to problems created by personal situations, such as sickness or emotional problems.

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- _____ 17. Establishes and communicates role expectations.
- _____ 18. Communicates effectively with faculty.
- _____ 19. Communicates effectively with staff.
- _____ 20. Communicates effectively with administration.
- _____ 21. Graciously accepts constructive criticism and evaluation.

Instruction

- _____ 22. Is effective in fostering growth and development of the departmental academic program.
- _____ 23. Shares responsibility of developing programs with faculty.
- _____ 24. Is equitable in scheduling classes and classrooms.
- _____ 25. Is equitable in scheduling summer/extra load courses.

Student Affairs

- _____ 26. Delegates fairly the responsibility for advising and counseling students.
- _____ 27. Is available to assist with advisement.

External Communication

- _____ 28. Effectively represents the needs of the department to the administration and others.
- _____ 29. Communicates effectively with external agencies and institutions.

Budget and Resources

- _____ 30. Provides and makes available to faculty adequate information concerning the development and expenditure of the department budget.
- _____ 31. Involves the faculty in setting budgetary priorities.
- _____ 32. Encourages faculty members to submit proposals for contracts, grants, and fellowships to government agencies and private foundations which will benefit the department and the university.

Office Management

- _____ 33. Manages departmental clerical and technical staff effectively.

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_____ 34. Manages facilities and equipment in the best interest of the department as a whole.

Professional Development

_____ 35. Provides professional leadership for the department.

_____ 36. Encourages professional development of faculty and staff.

_____ 37. Provides opportunity for faculty members to develop courses, select course materials, teach, and engage in research without improper interference.

Overall Evaluation

_____ 38. How would you rank the overall performance of your chairperson?

_____ 39. In the space below, make any additional comments or suggestions for improvement.

Purpose and Procedures for Department Chair Evaluations

1. The evaluation will be used by chairs in assessing and improving job performance.
2. The evaluation is an attitude survey to give faculty a vehicle to express their feelings about the manner in which the chair is performing his/her assigned duties.
3. Each department chair will be evaluated yearly by faculty in his/her department.
4. The evaluations will remain anonymous.
5. The department chair will distribute the approved evaluations form early in the second semester (to be completed by February 15). The forms will be collected, sealed in an envelope, and delivered to the Dean.
6. The Dean will return the original document to the chair to use as he/she deems appropriate.
7. The Dean is to prepare a written reaction to the evaluations of each chair and any future use of the information from the evaluation form is to be restricted to that which the Dean covers in his/her written reaction.
8. Only the Dean's written reaction will be retained in the chair's personnel file.
9. The Dean will not retain copies of the original evaluation.