

Chair Evaluation Form

Semester: _____

Please rate your chair's performance in the following 4 categories: Administrative, Long-Range Vision and Strategic Planning, Faculty Support and Development, and Student Support and Advocacy. For each category, several activities or tasks are listed. For each activity, please circle the response that reflects your opinion of your chair's performance. If you feel you do not have enough information about his performance on a particular activity, circle CE (Cannot Evaluate).

Administrative	Very Poor	Poor	Fair	Good	Very Good	Excellent	Cannot Evaluate
Prepare and propose budgets	VP	P	F	G	VG	E	CE
Monitor budgets and spending	VP	P	F	G	VG	E	CE
Plan and conduct department meetings	VP	P	F	G	VG	E	CE
Manage department resources (finances, equipment, space, etc..)	VP	P	F	G	VG	E	CE
Assure the maintenance of accurate department records	VP	P	F	G	VG	E	CE
Manage non-academic staff	VP	P	F	G	VG	E	CE
Assign teaching, research, and other related duties to faculty	VP	P	F	G	VG	E	CE
Work with department faculty in administrative roles and working on committees	VP	P	F	G	VG	E	CE
Completes necessary paperwork (reports, forms) on time	VP	P	F	G	VG	E	CE
Mediates faculty/student disputes	VP	P	F	G	VG	E	CE
Handle non-routine problems and emergencies	VP	P	F	G	VG	E	CE

Using the space below, please provide any additional clarification including specific recommendations for improvement in these areas.

Long-Range Vision and Strategic Planning	Very Poor	Poor	Fair	Good	Very Good	Excellent	Cannot Evaluate
Initiate and facilitate undergraduate curriculum and program changes	VP	P	F	G	VG	E	CE
Initiate and facilitate graduate curriculum and program changes	VP	P	F	G	VG	E	CE
Evaluate curriculum and assess outcomes	VP	P	F	G	VG	E	CE
Advocate for and represent the department to the Dean of LA & S	VP	P	F	G	VG	E	CE
Advocate for and represent the department to other deans, the Provost, & the President	VP	P	F	G	VG	E	CE
Advocate for and represent the department to the campus community	VP	P	F	G	VG	E	CE
Advocate for and represent the department to the external community beyond the university	VP	P	F	G	VG	E	CE
Solicit ideas to improve the department	VP	P	F	G	VG	E	CE
Develop and initiate long-range vision and goals	VP	P	F	G	VG	E	CE

Using the space below, please provide any additional clarification including specific recommendations for improvement in these areas.

Faculty Support and Development	Very Poor	Poor	Fair	Good	Very Good	Excellent	Cannot Evaluate
Encourage professional development efforts of faculty	VP	P	F	G	VG	E	CE
Encourage faculty research and publication	VP	P	F	G	VG	E	CE
Recruit and select tenure-track faculty	VP	P	F	G	VG	E	CE
Recruit, hire, and evaluate adjunct faculty	VP	P	F	G	VG	E	CE
Evaluate faculty performance including merit, tenure, promotion, and reappointment	VP	P	F	G	VG	E	CE
Encourage an engaged learning environment (including reducing destructive conflicts)	VP	P	F	G	VG	E	CE
Maintain productive relationships with faculty (including availability, communication, and responding to faculty needs)	VP	P	F	G	VG	E	CE
Encourage high standards in scholarship and teaching	VP	P	F	G	VG	E	CE
Encourage faculty involvement in department governance	VP	P	F	G	VG	E	CE
Provide advice and guidance	VP	P	F	G	VG	E	CE

Using the space below, please provide any additional clarification including specific recommendations for improvement in these areas.

Student Support and Advocacy	Very Poor	Poor	Fair	Good	Very Good	Excellent	Cannot Evaluate
Attract and recruit good students (undergraduate and graduate)	VP	P	F	G	VG	E	CE
Develop and maintain procedures for advising students	VP	P	F	G	VG	E	CE
Support department-related student organizations	VP	P	F	G	VG	E	CE
Maintain good rapport with students (availability, communication)	VP	P	F	G	VG	E	CE
Respond to students' needs	VP	P	F	G	VG	E	CE
Address student problems and concerns fairly	VP	P	F	G	VG	E	CE
Advise students one-on-one	VP	P	F	G	VG	E	CE

Using the space below, please provide any additional clarification including specific recommendations for improvement in these areas.

If you have any additional comments or issues you would like to discuss, please provide them in the space below and on the back of this sheet. Thank you for your participation.