

COLLEGE OF LIBERAL ARTS AND SCIENCES

Evaluation of Departmental Chair

Toward the end of evaluating your present Chair, or a candidate for the position, the following list of questions may help you organize your critique:

1. Does the Chair promote the development of faculty? This includes making a thorough case for them in matters of promotion, discretionary salary increase, etc. It also includes evaluating them in a regular and direct manner.
2. Does the Chair have and encourage high standards in scholarship and teaching?
3. Is the Chair fair? Does he or she involve the department in governance?
4. Is the Chair an adequate administrator? Are reports, etc. done accurately and on time?
5. Does the Chair promote the interests of students? Are good students sought and are they encouraged? Are students properly advised?
6. Does the Chair represent well the department to the central administration and external audiences?
7. Is the Chair innovative in program and curriculum development? Does he or she have good ideas in these areas and the disposition to recognize good ideas in others?

SEARCH PROCEDURES FOR DEPARTMENTAL CHAIR

1. Dean meets with department

Discussion should include:

the present state of the department
the Dean=s expectations for the future
qualifications and responsibilities of a departmental chair
search procedures

2. Department agrees on a person to chair the search

Normally, this person is the Chair of the departmental Personnel Committee, but the department may wish to designate another person.

3. Persons interested in position, including the present Chair, submit a vita and narrative to the Chair of the search

Narrative should include:

a brief description of why the candidate wants the position, and where the candidate believes the department should be going over the next few years

4. Documents from candidates are made available to faculty

5. Department meets and discusses candidates

6. Department submits to the Dean an analysis of the strengths and weaknesses of each candidate along with the department=s vote for Chair

(The Dean is willing to return to the department whenever further discussions are appropriate. The above procedure supplements that described in the Faculty Handbook.)