

Evaluation of Department Chairs

Process and Semester Timetable

Week 1 of the term

The Dean meets with the Chair/Director to review the process, the online surveys to be used, and to discuss the College and university officers who will be consulted as part of the evaluation.

Weeks 2-4 of the term

The Dean meets with the tenured and tenure-earning faculty with a majority assignment inside the Department, full-time instructors, and those appointed at any rank with the Department as Scholar/Scientist/Engineer/Research Professor. The Dean seeks advice about any Department-specific issues that are relevant to the evaluation of the Chair/Director.

For interdisciplinary programs, the Dean will determine the faculty to be included in this initial meeting and the subsequent evaluation process, after consulting with the collegial body (e.g., Executive Committee) regularly involved in the program.

Weeks 3-4 of the term

The Chair will present a self-evaluation to the faculty, in which he or she discusses achievements, challenges, and proposals for future unit development. The Dean may suggest a standard template to be used for the self-evaluation.

Weeks 4-5 of the term

The Office of Institutional Effectiveness and Analysis (IEA) will make secure on-line survey available to faculty eligible to participate in the process. The anonymity of the respondent will be assured by IEA unless the respondent explicitly chooses to be identified. The survey will have a set of standard questions and will include substantial opportunity for additional written comments. When the survey is complete, a summary of the quantitative data and the entirety of the written comments will be made available to the Dean.

If there are Department-specific issues that are not within the scope of the survey, the Dean should arrange for departmental input on these matters.

A similar process will be used to solicit responses from the Associate Deans, the College Business Manager(s), the peer Chairs, and other relevant College and University officers as identified by the Dean and/or the faculty.

The Dean will meet confidentially with faculty who request such meetings after they have completed the survey. If warranted, the Dean may ask for additional information from or meetings with individual faculty or groups of faculty.

Weeks 6-12 of the term

The Dean meets with the faculty to discuss the input provided through the surveys and meetings. As appropriate and possible, the Dean meets for further discussion with others who have provided input. The Dean meets with the Chair/Director to discuss the results of the review and then delivers an overall **written** report on the review to the Provost. The overall report to the Provost will include the chair's self-evaluation, the aggregate data from the faculty survey, the aggregate data from the peer survey, and the Dean's evaluation of the chair and will be due the 12th week of the semester.

Subsequent semesters

In subsequent semesters, The Dean may schedule a meeting with the Department to review progress in regard to the goals and recommendations made at the conclusion of this evaluation process.