
DEPARTMENT CHAIR EVALUATION

PURPOSE: To establish a procedure for official faculty evaluation of the department chair.

I. Evaluation

Prior to April 1 of each year, each official faculty member shall make an evaluation of his/her department chair. The form used for such evaluation may be developed by individual departments or colleges/schools/divisions, but should include evaluation of:

- interdepartmental communication,
- effective management of budget,
- organization of department program and administrative tasks,
- leadership in improving teaching and other scholastic endeavors, and
- concern for faculty and student welfare.

The faculty member shall include in his/her evaluation a recommendation as to whether the individual should continue as department chair.

II. Evaluation Transmittal

The evaluations from each faculty member shall be transmitted to the dean of the appropriate college. The dean shall prepare a signed summary of the evaluations and recommendation to be sent to the Provost and Vice President for Academic Affairs. Copies of the summary shall also be forwarded to the department chair and placed in the individual's official personnel file by the dean at an appropriate time.

The dean shall guarantee the confidentiality of the information and the anonymity of the evaluators.

III. Confidentiality

The dean shall guarantee the confidentiality of the information and the anonymity of the evaluators.