

EVALUATION OF DEPARTMENT CHAIR (F35E)

To be completed by each member of the department.

Evaluations for chairs are normally conducted during March of each academic year. Evaluation forms are sent electronically to faculty members by the Office of Institutional Research and are to be completed by March 20th.

Responses are reviewed by the dean and are included as part of the annual review. The forms are returned to the individual being evaluated.

Name of Department Chair Being Evaluated _____

Department _____

To what degree is each item below descriptive of this administrator?

Highest		Average		Lowest	Do Not Know	Not Applicable
5	4	3	2	1	X	X

- _____ Provides initiative for the improvement of department curriculum.
- _____ Provides or encourages departmental extracurricular activities for student majors.
- _____ Encourages faculty development through workshops, research, professional meetings, or completion of advanced degree.
- _____ Gives personal support through constructive individual evaluation conferences or through other means.
- _____ Includes department members in decisions about use of department budget.
- _____ Includes department members in decisions about curriculum changes and/or waivers.
- _____ Effectively represents the department interests to the administration.
- _____ Effectively represents the faculty member to the administration.
- _____ Assigns duties equitably and appropriately.
- _____ Communicates effectively with department members.
- _____ Performs position-related duties with integrity, credibility, and fairness.

Department Meetings: Check those choices that apply.

1. Number of meetings: ___Adequate ___Too frequent ___Too infrequent
2. Effectiveness of Meetings: ___Highly effective ___Adequate ___Ineffective

Please make any comment that you feel would be helpful.

Administered annually (March 1) by the Office of Institutional Research