



The University of Akron
Buchtel College of Arts and Sciences

Date: October 26, 2018

TO: Rex Ramsier
Executive VP & Chief Admin Officer

FROM: Linda Subich

SUBJECT: Chair/Director Review Procedures

The attached guidelines have been approved by the faculty of the Department of Biology on October 26, 2018.

I have approved all attached guidelines and criteria.

If you concur, we ask that you also approve the procedure.



Department Chair/Director or Faculty Representative

10-26-18
Date



Interim Dean Buchtel College of Arts & Sciences

10-26-18
Date



Exec VP & Chief Admin Officer

11-1-18
Date

The University of Akron Department of Biology Chair Review Procedures

On October 16, 2018, the bargaining unit faculty of the Department of Biology approved the following procedures and criteria for the review of Biology Department chairs:

In consultation with the faculty of the department and with the concurrence of the Dean, the Chair will establish annual goals. The Dean shall assess annually the performance of the chair measured against those goals and shall report the results of that assessment to the Chair and provide a summary of the assessment to the departmental faculty.

I. Department Evaluation of Chair

During the final year of the department chair's term of appointment, chairs who wish to be considered for an additional term shall be subject to a more formal performance review of the preceding term. That review shall proceed as follows:

Formation of Review Committee

An evaluation of the Chair's performance shall be conducted by a committee of four members of the bargaining unit faculty of the Biology department: two elected by the faculty, one appointed by the Dean, and one appointed by the Provost. The two elected members will be elected to the committee by a majority vote of the Department of Biology's Bargaining Unit members.

The Biology Chair review will occur in the final semester of the four-year term (usually Spring). During the semester before the review process (usually Fall), all bargaining unit members shall select two Committee members. Once the Dean and Provost have each appointed the additional two Committee members, the Committee composition will be communicated to the faculty. It is the intent of the Department to have the Chair Review Committee in place by the start of the semester during which the review is to take place.

Evaluation Review

1. The Committee shall request from the Chair documentation and written self-evaluations to facilitate their review. These documents will include:

- A. The Chair's updated CV
- B. Summaries of any previous Chair's review(s) if applicable (including yearly summaries).
- C. A self-evaluation by the Chair of his/her performance since the term of office began. This would include evaluation of the Chair's service and management including administrative responsibilities.*
- D. Responses to the following statements will also be addressed in written form:*
- a) Describe your contribution to carrying out the annual goals of the Department since your term as a Chair began.
- b) Explain how you have promoted a collaborative style of decision-making and made administrative decisions in a fair way.

- c) Evaluate your involvement and effectiveness in mentoring faculty, part-time faculty and staff.
 - d) Describe how you have encouraged and supported gender/racial/ethnic diversity within the Department among faculty, staff and students.
 - e) Describe your efforts as a department advocate to the College, University and beyond.
- E. Provide evidence of your effectiveness in teaching. This would minimally include IDEA evaluations.*
- F. Provide evidence of research productivity.*
- * C-F combined should be not more than 5 written pages.

2. The Committee shall arrange for the Chair to make his or her written response and vita available to all bargaining unit members of the department.

3. The Committee shall distribute a questionnaire (see attached) to all members of the Department including bargaining unit faculty, instructors and visiting professors, staff, and graduate students and invite response from all members. Responding to the questionnaire is to be voluntary and should allow for anonymous rating and written comments of the Chair's performance. Responses from faculty will be kept separate from those of staff and students. The Committee will collect the returned evaluations and compile the results. Quantitative results shall be calculated separately for the bargaining unit faculty, instructors and visiting professors, staff, and graduate students. Those quantitative results for each question shall be binned according to the following rubric: Average of 1-3.5 shall be deemed "not effective," 3.6 to 6.9 shall be deemed "meeting expectations" and 7.0 to 10 shall be deemed "exceeding expectations." The Committee will then provide the Chair a written list of questions stemming from the questionnaire, and then meet with the Chair to discuss her/his response to those written questions. At least one week should transpire between delivering the written questions to the Chair and the Committee meeting with the Chair.

4. The Committee will provide to the Bargaining Unit members:

- A. A summary of the responses of the quantitative and qualitative questions on the questionnaire.
- B. The written questions submitted to the Chair and a summary of her/his answers.
- C. A recommendation of the Chair's renewal based on the collective sentiment of the evaluations.

5. The Committee will confer with the Bargaining Unit members concerning its recommendation. The Bargaining Unit members may suggest modifications to the committee's recommendation to ensure that the committee's recommendation reflects a representative and unbiased summary of the data collected.

6. The Committee will report the summary of the quantitative and qualitative questions on the questionnaire, its summary evaluation of the Chair and its recommendation on the retention of the Chair to the Chair and the Dean.

II. Dean's Review:

The Dean shall conduct independent evaluation of the Chair by a method appropriate to the unit, approved by the Provost, and including the annual evaluation result. The result of the Dean's review shall be communicated to the Chair and to the department in person. In the event that the chair determines not to continue as chair following this meeting, the dean shall communicate this decision to the bargaining unit members. Otherwise, the dean shall communicate to the bargaining unit the dean's decision.