

**THE UNIVERSITY OF AKRON**  
**Summit College**

**Department of Associate Studies**

**Criteria and Procedures for:  
Department Chair Review**

Approved by Department Faculty on 3/9/11.

Reviewed and approved by faculty of Associate Studies:

Sukanya Kemp

Sukanya Kemp, Co-Chair, Review Guidelines Committee

3/9/11

Date

Amy Dreussi-Shriver

Amy Dreussi-Shriver, Co-Chair, Review Guidelines Committee

3/9/11

Date

Reviewed and approved

Stanley Silverman

Stanley Silverman  
Dean, Summit College

Date

3/9/2011

Reviewed and approved

William M. Sherman

Dr. William M. (Mike) Sherman  
Senior Vice President, Provost & C.O.O.

Date

3/28/11

Procedure for Chair Evaluation  
Associate Studies Department

During the semester prior to the evaluation semester:

1. By the 4<sup>th</sup> week, the bargaining unit faculty shall meet to select a review committee in accordance with the contract:

*"An evaluation of the chair's performance shall be conducted by a committee of four (4) members of the bargaining unit of the department; two elected by the bargaining unit faculty, one appointed by the dean, and one appointed by the Provost."*

During the evaluation semester:

1. By the beginning of the 4<sup>th</sup> week, the review committee will distribute the approved evaluation instrument to the bargaining unit faculty.
2. By the end of the 5<sup>th</sup> week, bargaining unit faculty will return the completed evaluation instruments to the review committee.
3. The review committee will meet and draft a report that compiles the data from the evaluation instrument and includes a summary of the chair's strengths and areas for development.
4. By the end of the 7<sup>th</sup> week, the review committee shall send all bargaining unit faculty members a copy of the draft evaluation report.
5. By the end of the 9<sup>th</sup> week, bargaining unit faculty shall meet to discuss the report.
6. By the end of the 10<sup>th</sup> week, the report will be forwarded to the chair and to the dean.
7. By the end of the 12<sup>th</sup> week, the faculty will invite the chair seeking reappointment to meet with them and discuss a vision statement for his/her upcoming term in office.
8. All documents, including committee minutes, reports, the survey/evaluation instrument and individual faculty comments are considered public record and must be forwarded with the committee's recommendation.
9. No tally of the committee recommendation is to be taken.

# Chair Evaluation Instrument

Five areas of concern are addressed: Administrative, Interpersonal, Leadership, External Factors and Student-focused, with questions as follows:

## 1. Administrative

This section seeks information about the duties and responsibilities involved in the day to day management of the department.

The coding (and point values) for this section:

Very Poor (1) / Poor (2) / Neutral (3) / Good (4) / Outstanding (5) / Not applicable or cannot judge (CJ)

- Deals with essential administrative details, including class scheduling, and RTP issues
- Works with the Summit College Dean to develop annual departmental goals
- Communicates department needs (budgetary, space and personnel) to dean
- Supports scholarly activity within the department
- Acquaints new faculty and staff with departmental procedures, priorities and expectations
- Facilitates curriculum development
- Deals effectively with departmental conflicts; or acts to prevent them
- Facilitates the development of/ changes to departmental priorities
- Demonstrates innovation with administrative issues
- Communicates performance standards to faculty
- Provides feedback (both positive and negative) to faculty

## 2. Leadership

This section seeks information about the chair's abilities in terms of guiding the department.

The coding (point values) for this section:

Very Poor (1) / Poor (2) / Neutral (3) / Good (4) / Outstanding (5) / Not applicable or cannot judge (CJ)

- Encourages teaching excellence within the department (use of technology, course restructuring, dealing with student feedback)
- Enhances departmental image both on-campus and within the community at large
- Motivates faculty
- Recognizes and rewards faculty for their departmental contributions
- Allocates faculty responsibilities fairly
- Supports and protects academic freedom
- Maintains the department's best interest in the face of opposition or resistance from other parties
- Maintains steadiness in crisis
- Explains expectations to faculty
- Explains the basis for his/her decisions
- Considers faculty suggestions
- Encourages teamwork among faculty / staff
- Is accessible to faculty

## 3. Interpersonal

This section seeks information on how well the department chair performs in less formal, one- to-one dealings with faculty.

The coding (point values) for this section:

Almost never (1) / Infrequently (2) / Neutral (3) / Somewhat often (4) / Frequently (5) / Not applicable or cannot judge (CJ)

- Encourages cooperation/collegiality among faculty
- Establishes trust with faculty
- Works to create and maintain a positive work environment
- Treats faculty respectfully

- Keeps faculty apprised of performance issues (positive and negative)

#### 4. Student-focused

This section seeks information about the chair's dealings with students.

The coding (point values) for this section is:

Very Poor (1) / Poor (2) / Neutral (3) / Good (4) / Outstanding (5) / Not applicable or cannot judge (CJ)

5a. Leadership:

- Is a good advocate for our students

5b. Interpersonal:

- Effectively communicates with students
- Effectively handles student concerns

#### 5. Summary assessment

The coding (point values) for this section:

Definitely false (1) / probably false (2) / neutral (3) / probably true (4) / definitely true (5) / not applicable or cannot judge (CJ)

- I believe the department would be better off if we replaced the current chair
- I have confidence in the chair's ability to provide departmental leadership

#### 6. Open-ended questions:

What are the major strengths of the department chair?

What are the weaknesses of the chair?

What changes would you suggest he/she make to improve effectiveness?