



**Office of the Dean**

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**DATE:** March 8, 2010

**TO:** David Baker  
Interim Sr. Vice President, Provost and C.O.O.

**FROM:** Chand Midha  
Interim Dean

**RE:** Chair Review Guidelines

The attached chair review guidelines have been approved by the faculty of the Department of Chemistry on March 8, 2010.

I have approved all attached guidelines and criteria.

If you concur, we ask that you also approve the guidelines and criteria.

March 8, 2010

\_\_\_\_\_  
Department Chair or Faculty Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

3-8-2010

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Vice President, Provost  
and Chief Operating Officer

3/9/10

\_\_\_\_\_  
Date

**Department of Chemistry**  
**Departmental Guidelines for the Review of the Department Chair**  
**Approved Mar. 8, 2010**

In accordance with the procedures in the contract between the University and the Akron-AAUP, the following guidelines for evaluation of the Chair's performance shall be used. A four-person committee will conduct the evaluation.

The evaluation will be based on the success the Chair in meeting the goals set forth when first appointed and in subsequent annual goal statements.

A) The committee will solicit a statement from the chair containing:

1. A review of the original goals and subsequent annual statements
2. A summary of results in achieving these goals
3. A current curriculum vitae

B) This statement will be distributed to the bargaining unit faculty in the department.

C) The individual bargaining unit faculty, department staff, graduate and undergraduate students will be given the opportunity to make anonymous written evaluations of the chair via distribution of a questionnaire addressing the success of the Chair in multiple-choice format on the following points. The questionnaire will be modified to reflect the concerns appropriate to each of the various constituencies as determined by the faculty committee.

1. Vision of department direction and growth
2. Direction of departmental initiatives
3. Leadership in promoting extramural funding
4. Leadership in research
5. Leadership in quality teaching
6. Extent to which the stated goals were met
7. External advocacy of departmental concerns to the upper administration
8. Communication with bargaining unit faculty
9. Availability to bargaining unit faculty
10. Fairness in decision making
11. Supervision of departmental staff

In addition, the questionnaire will provide for individual free-form comments which shall remain anonymous. These forms will be collected and analyzed by the committee within the department.

D) The committee will tabulate the results of the multiple-choice portion of the questionnaire and will summarize the written comments so as to maintain anonymity of the respondents.

E) The committee will then set a meeting of the bargaining unit faculty to discuss the results and the summary.

F) The committee will write a summary report and forwarded it to the Dean, with copies to the bargaining unit faculty and the chair.