

Office of the Dean

Buchtel College of Arts and Sciences
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DATE: 4/15/10

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

FROM: Chand Midha
Interim Dean

RE: Chair Review Guidelines

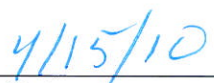
The attached chair review guidelines have been approved by the faculty of the Department of Classical Studies, Anthropology and Archaeology on March 8, 2010.

I have approved all attached guidelines and criteria.

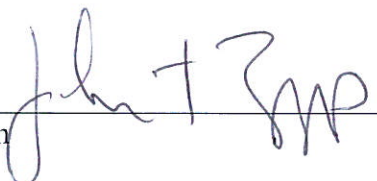
If you concur, we ask that you also approve the guidelines and criteria.



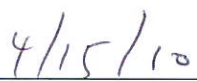
Department Chair or Faculty Representative



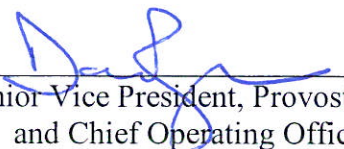
Date



Dean



Date



Senior Vice President, Provost
and Chief Operating Officer



Date

Department of Classical Studies, Anthropology and Archaeology
Department Chair Review

PLEASE TYPE:

Chair's Name _____

Date _____

The review of the CSAA department chair shall follow the procedures outlined in the CBA. Part of that process includes soliciting input from the department. Please type your responses below each question, taking as much space as needed. Upon completion, put your printed copy in the labeled folder in the administrative assistant's office. Please do not put your name on your responses.

The Review Committee is charged with summarizing your responses and we hope you will illustrate your thoughts with examples when appropriate. Please aim for professionalism in your responses and avoid examples that compromise your anonymity. Our collective review is meant to convey the range of perspectives represented in our department.

From your perspective:

1. How successful has this chair been at fulfilling the role of chair and completing the most important tasks as chair (including management of the department)?
2. How successful has this chair been working with faculty of all ranks, students and staff to meet the mission of the department regarding research, teaching and service?
3. How successful has this chair been in encouraging efforts to increase the department's visibility and positive image within the college and university, regionally and nationally/internationally?
4. How successful has this chair been in continuing her/his own research, teaching and service work?
5. Additional Comments?

Things about the chair you may wish to address as you consider the questions above:

1. is effective at conducting meetings
is available for consultation/discussion
is collegial
recognizes individuals' accomplishments
communicates in a timely, useful and responsive fashion
provides needed information in a timely manner
is fair
acts as liaison between department and administration
effectively manages the daily operations of the department
2. supports professional development
encourages high teaching standards
supports/enhances instructional collaboration
serves as a role model or mentor
3. is fair in decision-making
supports curricular development
supports programmatic innovation
helps develop and maintain departmental goals
offers a vision consistent with college and university goals
attracts, retains and assists students in the department
4. solicits input from faculty appropriately
accepts responsibility for own decisions
makes sound, well-informed decisions
deals with stressful situations in a professional manner
is willing to explain administrative decisions