



Office of the Dean

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DATE:

TO: W. Michael Sherman
Senior Vice President, Provost and Chief Operating Officer

FROM: Chand Midha
Executive Dean

SUBJECT: Chair/Director Review Guidelines and Criteria

The attached guidelines have been approved by the faculty of the School of Communication on April 4, 2014.

I have approved all attached guidelines and criteria.

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

Faculty Representative

4-4-14

Date

Executive Dean, Buchtel College of Arts and Sciences

4-4-14

Date

Senior Vice President, Provost and Chief Operating Officer

4.7.14

Date

School of Communication Director Review

Introduction

The UA-Akron AAUP Collective Bargaining Agreement (CBA) contains processes, timelines and procedures for the review of Chairs/Directors, and should be referred to for such matters. This document provides the guidelines for the review of the Director of the School of Communication. Nothing contained in this document can conflict with the CBA or University rules.

Evaluation Review

1. The Director Review Committee (DRC) will conduct a review of the Director. As part of the review, the DRC will send to each member of the bargaining unit faculty a questionnaire that affords the opportunity of individual faculty members to make an anonymous written qualitative and summary evaluation of the Director.
2. The Director will provide three documents to the bargaining unit faculty to facilitate their review:
 - a. A written self-evaluation by the Director of her/his performance since the term of office began;
 - b. The Director's updated CV; and
 - c. Recommendations of the previous Director's review, if any.
3. The DRC reserves the right to gather data from part-time instructors, staff members and contract professionals.
4. The DRC will provide to the Bargaining Unit Faculty a summary of the responses of the quantitative and qualitative questions on the questionnaire.
5. The DRC will confer with the Bargaining Unit Faculty concerning its recommendations. The Bargaining Unit Faculty may suggest modifications to the DRC's recommendations to ensure that the DRC's recommendation reflects a representative and unbiased summary of the data collected.
6. The DRC will report its recommendation to the Dean.

Evaluation Survey of School of Communication Director

[Director Name, Date]

To encourage objectivity, you are asked not to identify yourself.

Results of the survey will be summarized for all respondents.

Part 1: Please rate the Director's demonstrated performance in enabling the School to excel in the following areas by marking an "X" in the appropriate box.

| Areas | Excellent | Good | Average | Poor | Very Poor |
|---------------------------------|-----------|------|---------|------|-----------|
| Research & Creative Activity | | | | | |
| Teaching | | | | | |
| Service & Community Outreach | | | | | |
| Obtaining External Funding | | | | | |
| New Program Initiatives | | | | | |
| Interdisciplinary Collaboration | | | | | |
| Student Retention | | | | | |

Part 2: Please rate the Director's **own** demonstrated performance in the following areas by marking an "X" in the appropriate box.

| Areas | Excellent | Good | Average | Poor | Very Poor |
|------------------------------|-----------|------|---------|------|-----------|
| Research & Creative Activity | | | | | |
| Teaching | | | | | |
| Service & Community Outreach | | | | | |

Part 3: Please indicate your level of agreement with the following statements by marking an “X” in the appropriate box.

| Statement | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
|--|----------------|-------|---------|----------|-------------------|
| The director makes administrative decisions in a fair manner. | | | | | |
| The director promotes collaborative decision-making. | | | | | |
| The director's decision-making processes are transparent. | | | | | |
| The director handles school business effectively. | | | | | |
| The director enhances the school's ability to carry out its mission. | | | | | |
| The director helps set appropriate policies/goals for the School. | | | | | |
| The director facilitates effective strategic planning. | | | | | |
| The director effectively mentors faculty. | | | | | |
| The director effectively mentors staff. | | | | | |
| The director supports diversity in the school. | | | | | |
| The director supports a climate of collegiality. | | | | | |
| The director interacts professionally with faculty. | | | | | |
| The director interacts professionally with staff. | | | | | |
| The director is approachable. | | | | | |
| The director maintains confidentiality of personnel matters. | | | | | |
| The director is an effective advocate for the school in university settings. | | | | | |
| The director effectively attends to essential administrative details (e.g., class scheduling, budget preparation, promotion and tenure documentation). | | | | | |
| The director encourages an appropriate balance among academic specializations within the school. | | | | | |
| The director guides the development of a sound organizational plan to accomplish school programs. | | | | | |
| School meetings are well organized and run. | | | | | |
| Overall, the director effectively administers the school. | | | | | |

Part 4: Open-Ended Comments

What are this director's main assets?

What reservations, if any, do you have about this person as the director?

What changes (e.g. in priorities, style, organization, policy) would do most to improve this director's effectiveness?

Part 5: Optional Letter

In order to assist the DRC in drafting its summary and recommendations, bargaining unit faculty may also provide in a signed or unsigned letter additional comments about the director.