



Office of the Dean

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DATE: December 6, 2007

TO: Elizabeth J. Stroble
Sr. Vice President, Provost and C.O.O.

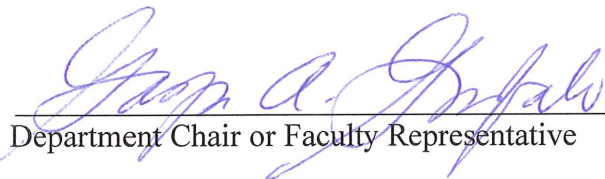
FROM: Ronald F. Levant
Dean

RE: **Chair Review Guidelines**

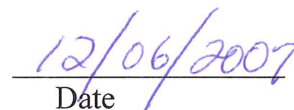
The attached guidelines have been approved by the Faculty of the Department of Economics on December 6, 2007.

I have approved the attached guidelines.

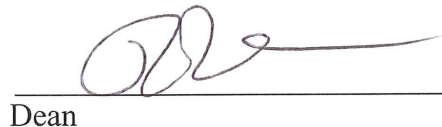
If you concur, we ask that you also approve the guidelines.



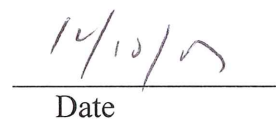
Department Chair or Faculty Representative



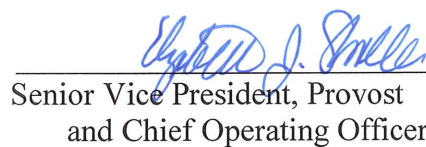
Date



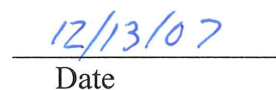
Dean



Date



Senior Vice President, Provost
and Chief Operating Officer



Date

FACULTY REVIEW OF DEPARTMENT CHAIR OF ECONOMICS

A Department Chair, who wishes to be considered for an additional term appointment, will be evaluated during the final year of his or her appointment by the following procedure.

FORMATION OF REVIEW COMMITTEE

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

EVALUATION REVIEW

1. The committee will conduct a review of the Chair. As part of the review, the committee will send to each member of the bargaining unit a questionnaire (attachment) that affords the opportunity of individual faculty members to make anonymous written qualitative and summary evaluation of the Chair.
2. The Chair will provide three documents to the bargaining unit faculty to facilitate their review. The documents will include:
 - a. A written self-evaluation by the Chair of his/her performance since the term of office began.
 - b. The Chair's updated *CV*.
 - c. Recommendations of the previous Chair's review.
3. The committee will provide to the Bargaining Unit Faculty:
 - a. A summary of the responses of the quantitative and qualitative questions on the questionnaire.
 - b. A recommendation of the Chair's renewal based on the collective sentiment of the evaluations.
4. The committee will confer with the Bargaining Unit Faculty concerning its recommendation. The Bargaining Unit Faculty 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.
5. 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.

EVALUATION SURVEY OF ECONOMICS DEPARTMENT CHAIR
{Chair Name} – {Date}

To encourage objectivity, you are asked not to identify yourself. Results of the survey will be summarized for all respondents.

Part I. The list below describes 20 responsibilities which department chairs have. Rate the performance of your department chair over the past 4 years on each of these by selecting the number which best represents your judgment. If you feel you have an insufficient basis for making a rating on a given responsibility, make no response.

1 = Unsatisfactory 2 = Satisfactory 3 = Meritorious 4 = Outstanding 5 = Exceptional

1. Guides the development of sound procedures for assessing faculty performance. _____
2. Takes the lead in recruiting promising faculty. _____
3. Attends to essential administrative details (e.g., class scheduling, budget preparation, promotion and tenure documentation). _____
4. Fosters good teaching in the department (e.g., encourages course updating, use of appropriate technology, attending to student feedback). _____
5. Facilitates obtaining grants and contracts from external sources. _____
6. Leads in establishing and monitoring progress on annual or biannual department goals. _____
7. Communicates the department's needs (personnel, space, monetary) to the dean. _____
8. Develops collegiality/cooperation among departmental faculty members. _____
9. Encourages an appropriate balance among academic specializations within the department. _____
10. Stimulates research and scholarly activity in the department. _____
11. Guides the development of a sound organizational plan to accomplish departmental programs. _____
12. Improves the department's image and reputation within the campus community. _____
13. Fosters the development of each faculty member's special talents or interests. _____
14. Sees that new faculty and staff are acquainted with departmental procedures, priorities, and expectations. _____

1 = Unsatisfactory 2 = Satisfactory 3 = Meritorious 4 = Outstanding 5 = Exceptional

15. Understands and communicates expectations of the campus administration to the faculty. _____
16. Stimulates or rejuvenates faculty vitality/enthusiasm. _____
17. Guides curriculum development. _____
18. Establishes trust between himself/herself and members of the faculty. _____
19. Improves the department's image and reputation with off-campus constituencies. _____
20. Recognizes and rewards faculty in accordance with their contributions to the department. _____

Part II. Summary Judgment

21. Professor Chair Name overall rating as Economics Department Chair. _____

Part III. Open-ended Comments

23. What are this chair's main assets?
24. What reservations do you have about this person as a chair?
25. What changes (e.g., in priorities, style, organization, policy) would do most to improve this chair's effectiveness?