



MEMORANDUM

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

FROM: Cynthia Flynn Capers  
Interim Dean, College of Education

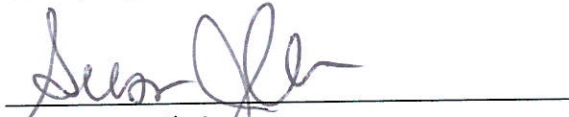
DATE: March 10, 2009

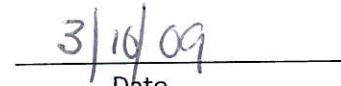
RE: Chair Review Guidelines


The attached Chair Review Guidelines for the Department of Educational Foundations and Leadership have been approved by the faculty of the College of Education, Department of Educational Foundations and Leadership in spring 2009. I have approved the attached guidelines.

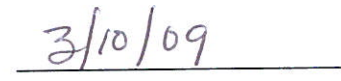
  
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Faculty Representative


  
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Date

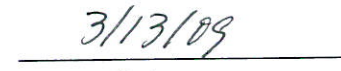
  
\_\_\_\_\_  
Department Chair

  
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Date

  
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Dean

  
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Date

  
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Senior Vice President, Provost & COO

  
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Date

**THE UNIVERSITY OF AKRON  
COLLEGE OF EDUCATION  
EDUCATIONAL FOUNDATIONS AND LEADERSHIP DEPARTMENT  
CHAIR REVIEW GUIDELINES  
FINAL APPROVAL MARCH 10, 2009**

**Purpose:**

To state the process and content of the Educational Foundations & Leadership Chair review.

**Chair Review Committee:**

During the final year of a department chair's term of appointment the department will form a Chair Review Committee. The Faculty Chair will call for the formation of the Committee in the semester preceding the expiration of the Chair's term.

The Chair Review Committee shall consist of four 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. The Committee of four will meet to select a Committee Chair who will coordinate all duties of the Committee.

**Timeline:**

The Committee will be formed during the second month of the review year and will have its first meeting within two weeks.

The Department Chair will provide the Review Committee the requested evaluation materials no later than two weeks following the committee meeting.

The Committee will provide all the Chair's materials for bargaining unit members to review immediately upon receipt. The materials will be kept in a secure location accessible to bargaining unit members at their convenience.

Each bargaining unit member's review of the Department Chair's materials and written evaluation will be completed within one month and submitted to the Chairperson of the Chair Review Committee.

The Chair Review Committee will review the Chair's materials and the bargaining unit members' evaluations. The Committee will summarize these data. A summation of the data will be reported and discussed at a special meeting within thirty days of receipt of all evaluations. Based on the summation of data, the bargaining unit faculty will make a recommendation and move for a consensus on that recommendation in that special meeting.

The Committee will provide a written summary of the bargaining unit faculty members' evaluations and the committee's recommendation to the Dean of the College of Education within 10 days following the special department meeting.

### **Required Documentation Materials:**

1. The Chair's own open letter and documentation that addresses issues including:
  - a. The annual goals set for the department by the Chair each year since the term in office began. The formal COE job description will be used as a guide to reference the annual goals
  - b. The extent of progress made toward these goals
  - c. New initiatives led by the Chair and their success
  - d. Recruitment, management, and evaluation of staff, part-time faculty, and student assistants (including GAs)
  - e. Actions taken to facilitate faculty achievement
  - f. Efforts as a departmental advocate to the College, University and beyond
  - g. Effectiveness of communication and interpersonal skills with faculty, staff, students, administrators, and community members
  - h. Knowledge of Department programs & accreditation issues
  - i. Ability to obtain and allocate non-budgetary physical and human resources
  - j. Scheduling courses & workshops, including Outreach sections
  - k. Completion of administrative tasks in a timely & efficient manner
  - l. Demonstration of collaborative leadership and problem solving
  - m. Adherence to Department and College bylaws, University rules, and AAUP/UA contract.
2. The Chair's updated CV
3. Recommendations of the previous Chair's review (if the Chair is not in his/her first term)

### **Evaluation of Chair's Materials:**

Each bargaining unit faculty member will individually review the Chair's materials and provide an anonymous written evaluation based on the criteria listed under Required Documentation Materials.

The Chair Review Committee will collect the bargaining unit faculty evaluations and review them. Based on the evaluations the Committee will create a summary document. The summary document will be shared with the bargaining unit faculty at a special meeting that requires physical attendance & deliberation. At this meeting the evaluation will be discussed and a recommendation regarding the Chair's reappointment will be made.

The Chair Review Committee will forward the summary document and recommendation to the Dean of the College of Education.