



Department of Electrical & Computer Engineering

College of Engineering
Akron, OH 44325-3904

(330) 972-7649 Office
(330) 972-6487 Fax

MEMORANDUM

Date: 15 Feb 2007

To: Elizabeth J. Stroble
Senior Vice President, Provost and Chief Operating Officer

From: George K. Haritos
Dean, College of Engineering

Subject: Chair Review Guidelines and Criteria

The attached Chair review guidelines and criteria have been approved by the Faculty of the Department of Electrical & Computer Engineering on 15 Feb, 2007.
I have approved all attached guidelines and criteria.

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

[Signature]
Faculty Representative

15 Feb 2007
Date

[Signature]
Department Chair

15 Feb 2007
Date

[Signature]
Dean

5 April 2007
Date

[Signature]
Senior Vice President, Provost and
Chief Operating Officer

4/24/07
Date

The University of Akron
Department of Electrical and Computer Engineering
Guidelines for Faculty Review of the Chair

Purpose

In accordance with Article 10, Section 5 of the current University of Akron/Akron-AAUP Contract, department guidelines are hereby presented for the four-year faculty review of the performance of the Department Chairs who wish to be considered for an additional term as Chair.

Review Period

The review takes place in the final year of the current term, commencing with the month in which the term began, as determined by the College of Engineering. The review is to be concluded with a recommendation and report to the Dean of Engineering on a schedule determined by College of Engineering guidelines.

Chair Review Committee

The Chair Review Committee shall consist of four members of the bargaining unit faculty of the Department: two elected by the bargaining unit faculty of the Department, one appointed by the Dean, and one appointed by the Provost (Part A.1). The Department election will be conducted at the first regular faculty meeting after the review period has begun. The Committee of four will meet to select a Committee Chair who will coordinate all duties of the Committee, chair the Chair Review Meeting(s) and compile the Committee's Recommendation Report.

Committee Duties

- 1) The Committee shall invite the Chair to write an open letter to the Department faculty and staff.
- 2) The Committee shall ensure that the Chair's response and current vita is available to all faculty and staff members of the Department.
- 3) The Committee shall develop and distribute a questionnaire to all faculty and staff members of the Department that responds to the Chair's open letter, and to College of Engineering guidelines and University rules regarding the responsibilities of Chairs.
- 4) The Committee will invite and collect written responses from all Department faculty and staff. The questionnaire shall be anonymous and identifying responses will be confidential (no names shall be requested) (part A.5). Responding to the questionnaire will be voluntary.

- 5) The Committee will assemble all department member responses into a Questionnaire Summary document for review by the bargaining unit faculty. While the questions will be the same for all departmental members, the Committee will summarize the responses in a way that ensures that the significant differences among constituencies are noted and the strength of the various responses are accurately represented, while anonymity is preserved, in accordance with part A.3.
- 6) The Committee will make the Questionnaire Summary available to all ECE bargaining unit faculty at least two weeks prior to the Chair Review Meeting(s).
- 7) The Committee will invite all bargaining unit faculty to the Chair Review Meeting(s). The Committee Chair will chair these meetings or designate a Committee member to do this. A Committee member will serve as recording secretary for these meetings. The meetings will be conducted according to Roberts Rules of Order. The Department Chair will not attend during deliberations, but may be invited to answer specific questions agreed upon during deliberation.
- 8) Upon conclusion of deliberations in the Chair Review Meeting(s), each bargaining unit member of the department will be given an opportunity to communicate, in writing, a qualitative and summary evaluation of the Chair and a level of support for the Chair to continue for another term (part A.3). Bargaining unit faculty who are unable to attend the deliberations can also communicate evaluation and level of support, in writing, directly to the Chair Review Committee.
- 9) Upon receipt of the above communications, the Committee will formulate the Department recommendation regarding the Chair's continuing for another term. A narrative drawn from the deliberations, evaluations and levels of support will accompany the recommendation. The recommendation and narrative shall be circulated to all bargaining unit faculty to assure that the narrative accurately reflects the meeting deliberations and collective evaluations and support.
- 10) After a minimum of two weeks, a sufficient time for response by bargaining unit faculty and accommodation by the Committee, a Recommendation Report containing the recommendation and narrative will be communicated to the Chair and submitted to the Dean for approval and submission to the Provost, in accordance with Article 10, section 5, part A.4.
- 11) The Recommendation Report will be retained as permanent Department records. The Questionnaires and written evaluations and levels of support will be retained in confidence by the Review Committee Chair for one-year, then archived.

Chair's Open Letter

The Chair is invited to write an open letter to Department members to initiate the Chair Review process. The letter may detail any or all of the following:

- 1) The annual goals the Chair has set for the Department during the current term.
- 2) The manner in which the Chair has consulted with the faculty in formulating these goals.
- 3) The degree of success the Chair has had in meeting these goals.
- 4) The degree of success the Chair has had in enlisting the faculty, staff and students in meeting these goals.
- 5) How well the Chair has been able to manage Department affairs.
- 6) What actions the Chair has taken to enable and encourage individual faculty and staff.
- 7) How successful the Chair has been as a supervisor for Department staff.
- 8) The Chair's advocacy on behalf of the department and its programs, faculty and staff within the College of Engineering, the University and beyond.
- 9) The degree to which the Chair has been able to continue research, teaching and service during the current term as Chair.

The Role of Department Staff

Department staff will receive the Chair's open letter, and will be invited to participate in the questionnaire. While anonymous, the questionnaires of staff will remain separated from faculty questionnaires, and the staff constituency will be recognized in the Questionnaire Summary as appropriate.

The Department staff may elect a spokesperson from among themselves to present a summary of staff opinion on the continuance of the Chair at the beginning of the first Chair Review Meeting, prior to deliberations. Only bargaining unit members may be present during deliberation in these meetings.

10:00