



**Office of the Dean**

Buchtel College of Arts and Sciences  
Akron, OH 44325-1901

330-972-7880 Office  
330-972-7222 Fax

**DATE:**

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


**FROM:** Ronald F. Levant  
Dean

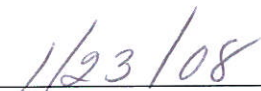
**RE: Chair Review Guidelines**


The attached guidelines have been approved by the Faculty of the Department of English on January 23, 2008, by a vote of 23-0.

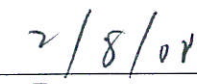
I have approved the attached guidelines.


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

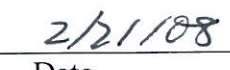
  
\_\_\_\_\_  
Department Chair or Faculty Representative

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Dean

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Senior Vice President, Provost  
and Chief Operating Officer

  
\_\_\_\_\_  
Date

## **Department of English**

### **EVALUATION OF THE CHAIR**

1. Membership
  - a. The Evaluation of the Chair shall be conducted by a committee of four members of the bargaining unit of the department: two elected by the bargaining unit members, one appointed by the dean, and one appointed by the Provost.
  - b. The term of membership shall be that necessary to complete the evaluation.
  - c. The committee shall elect its own chairperson.
2. Elections
  - a. Elections for the Committee for the Evaluation of the Chair shall be held when the department chair is eligible for another term.
  - b. Elections shall be by ballot. The Chair shall distribute a list of eligible bargaining unit members. This list shall take the place of nominations. The candidates receiving the most votes from the bargaining unit faculty in the Department shall be elected. Ties shall be resolved by a run-off election.
3. Function
  - a. The bargaining unit faculty will use the online IDEA chair evaluation form for the evaluation process. The department chair shall also use the latest IDEA evaluation form to provide the committee with a self-evaluation. Faculty may also submit anonymous written qualitative and summary comments about the Chair to the committee.
  - b. The Chair shall submit for faculty review the following items: (1) an open letter to the faculty that addresses the annual goals for the department since the chair's appointment; the progress toward these goals; new initiatives led by the Chair and their success; management of staff, part-time faculty, and student assistants; actions taken to facilitate faculty achievement; and efforts as a department advocate to the College, University, and beyond; and (2) an updated CV.
  - c. The committee shall meet with the Chair to ask questions and allow the Chair to make a statement.

- d. The committee shall call a departmental meeting at which the committee shall distribute a detailed report of the evaluation, including IDEA results and a summary of the anonymous faculty comments for the department to review. The Chair shall be absent from this meeting. The committee shall write next a summary of the majority and the minority views expressed in the meeting, maintaining anonymity. The summary shall be subject to approval by bargaining unit faculty at a later meeting.
- e. The final report shall consist of two parts: (1) the results of the IDEA evaluation forms and anonymous written comments, and (2) a written summary of the departmental meetings. One copy of this evaluation shall be submitted to the Dean of the College of Arts and Sciences. A second copy shall be given to the Chair of the department.