


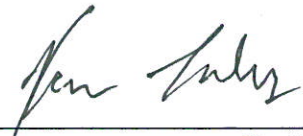
**College of Business Administration  
Department of Finance  
Chair Evaluation Process  
May 2010**

 5/13/10

Dr. Ravi Krovi  
Interim Dean  
College of Business Administration



Dr. David B. Baker  
Interim Senior Vice President & Provost  
Chief Operating Officer  
The University of Akron

  
Dr. Karen Lahey  
Faculty Representative

May 13, 2010  
Date

**2qCollege of Business Administration**  
**Department of Finance**  
**Chair Evaluation**

**Evaluation Process**

1. The CBA Dean's Office will notify the Finance Department when the Department Chair is due for evaluation.
2. Within one month after notification, the bargaining unit faculty will elect two department bargaining union faculty to serve on the Chair Evaluation Committee.
3. *An evaluation of the chair's performance shall be conducted by a committee 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.*
4. *The evaluation process shall include the opportunity for individual bargaining unit faculty to make an anonymous (to the extent permitted by law) written qualitative and summary evaluation of the chair. The committee's recommendation shall include a summary of the individual bargaining unit faculty's evaluations.*
5. The evaluation process shall include the opportunity for members of the Department of Finance Advisory Board to make an anonymous (to the extent permitted by law) written evaluation of the chair. The committee's recommendation shall include a summary of the Advisory Board's evaluations.
6. The Departmental Committee as established in (3) will conduct this evaluation. The chair will call meetings as necessary to carry out the business of the committee as outlined below.
7. The committee will distribute, collect and summarize the survey forms, Appendix A, without revealing the specific ratings or comments of any individual faculty member or Advisory Board member.
8. The committee may solicit input from other department stakeholders such as adjunct faculty, students and community leaders. However the reporting from these groups needs to be separate from that by the faculty
9. At a minimum, the Department Chair must provide the following information to the committee within one month of the department receiving notification by the CBA Dean's Office that the Department Chair is due for evaluation
  1. The Chair's own open letter, that addresses issues including:
    - a. The annual goals set for the department by the Chair each year, since the term in office began
    - b. The extent of progress made toward these goals
    - c. New initiatives led by the Chair and their success
    - d. Management of staff, part-time faculty, and student assistants (including TAs)
    - e. Actions taken to facilitate faculty development

f. Efforts for the Department, College, University and beyond

2. The Chair's updated curriculum vitae.

10. The review committee will make these materials available to the department bargaining unit faculty for review. The Committee will survey the bargaining unit faculty within two weeks of these materials having been received by the Committee and made available to the bargaining unit faculty.
11. The review committee will prepare a report within two weeks of the surveys of bargaining unit faculty and Advisory Board members summarizing the qualitative and quantitative responses obtained from the survey by the bargaining unit faculty members of the department and the survey of Advisory Board Members. The summary report will be made available to the department faculty one week prior to the department's Chair Review Meeting.
12. After at least one week but not more than three weeks the chair of the review committee will call and chair a Department Chair Review Meeting for the department's bargaining unit faculty.
13. Within two weeks of the Department Chair Review Meeting, the chair review committee will prepare a Formal Review Report based on the outcomes of the surveys and committee deliberations. This report shall be sent to the Department Chair and to the CBA Dean for his/her consideration. The report should include a summary of the survey qualitative comments. The committee should be available to meet with the Dean in person if necessary.

**14. Timetable** (summer recess, Christmas recess, and spring break do not count in timetable)

- a. CBA Dean's Office notifies Finance Department that the Chair is due for review.
- b. Within one month
  - i. Department elects committee members
  - ii. Dean appoints one committee member
  - iii. Provost appoints one committee member
  - iv. Department Chair provides information to committee
  - v. Committee makes information available to department bargaining unit members
- c. Within two weeks
  - i. Committee surveys bargaining unit faculty
  - ii. Committee surveys Advisory Board Members
- d. Within two weeks
  - i. the review committee will prepare a report to the bargaining unit faculty
- e. After at least one week but not more than three weeks
  - i. Department Chair Review Meeting of department bargaining unit faculty
- f. Within two weeks
  - i. Review Committee Chair sends Formal Review Report to the Department Chair and the CBA Dean

## APPENDIX A

1. Please identify and comment on the strengths of your department chair.
2. Please identify and comment on the weaknesses of your department chair.
3. What suggestions do you have for the Chair to be more effective and/or enhance the department?
4. What other evaluative comments do you have for this person?