

Office of the Dean

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DATE: April 11, 2008

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

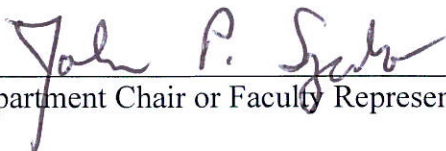
FROM: Ronald F. Levant
Dean

RE: Chair Review Guidelines

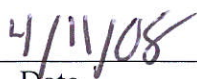
The attached guidelines have been approved by the Faculty of the Department of Geology & Environmental Science on December 3, 2007.

I have approved the attached guidelines.

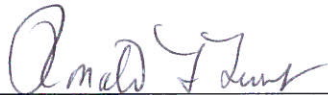
If you concur, we ask that you also approve the guidelines.



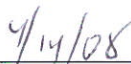
Department Chair or Faculty Representative



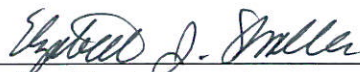
Date




Dean



Date



Senior Vice President, Provost
and Chief Operating Officer



Date

D. Department of Geology Guidelines for Faculty Evaluation of the Chair (as required by Article 5, Section 5(A)2 of the Collective Bargaining Agreement)

The following procedures designate the way in which performance of the Geology Department Chair is evaluated by the Geology faculty. As stated in the Collective Bargaining Agreement (Article 5 - Section 5(A)1), evaluation of the Chair is conducted during the final year of the Chair's appointment. This is carried out by a committee of 4 members of the bargaining unit faculty (BUF) of the department, 2 of which are elected by the bargaining unit members, 1 of which is appointed by the dean, and the last being appointed by the Provost. The outcome of the performance review is a recommendation memo from the committee to the dean. The memo shall include a summary of individual bargaining unit member's evaluations. The Department considers the evaluation of the Chair an important mechanism for feedback to the Chair, so that they may grow in their administrative role.

1. Department specific procedures.

When review is required, either by notification from the A&S dean's office or otherwise, the BUF shall meet to elect 2 members for the committee. The Chair shall then communicate the results of this balloting to the dean and Provost, along with the names of other eligible BUF. The dean and Provost will then make their choices for the remaining 2 committee members. At the first meeting, the 4 BUF chosen will then elect among themselves a member to act as chair of the committee. The chair shall then coordinate the following steps.

- a. In cooperation with the committee, set deadlines and procedures, and distribute tasks.
- b. Call for evaluation materials from the entire BUF. At the discretion of the committee, students and staff may also be requested to submit material for informational purposes. The Chair shall provide a self evaluation citing any pertinent items such as goals, accomplishments, and challenges.
- c. Collection and collation of evaluation materials, and distribution to the committee members.
- d. A second meeting of the committee, to discuss and review the materials. At this meeting the committee must confer with the remainder of the BUF in accordance with the CBA.

- e. Development of a draft evaluation memo, and distribution to the committee. Comments on the draft memo must be solicited from the remainder of the BUF. These comments are not binding on the committee, but a consensus among the BUF is desirable.
- f. Development of a final evaluation memo to be proofed by the committee and the BUF.
- g. Transmittal of the final memo to the dean.

2. Procedural Notes

Throughout the review process, privacy of materials should be maintained and archived.

The method of data collection is at the discretion of the committee, and may include questionnaires (open ended or specific), IDEA forms, etc. In all instances, accommodation for anonymous comment should be made.

Suggested evaluation points for the Chair include:

- a. How do all members of the Department perceive the Chair's performance?
- b. How well has the Chair advanced the department in key areas like the need to obtain external funding for research, new program initiatives, interdisciplinary collaboration, and student retention?
- c. How well has the Chair enhanced the department's ability to carry out its teaching, research, and service mission.
- d. Does the Chair make administrative decisions in a fair way?
- e. Does the Chair promote a collaborative style of decision-making?
- f. Does the Chair mentor faculty and staff?
- g. How well has the Chair helped create a vision and strategic plan for the future?
- h. How well has the Chair created and maintained a climate of collegiality and enthusiasm, and interacted effectively with faculty, staff, and students?