



**Office of the Dean**

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**DATE:** 5/7/2010

**TO:** David Baker  
Interim Sr. Vice President, Provost and C.O.O.


**FROM:** Chand Midha  
Interim Dean


**RE:** Chair Review Guidelines

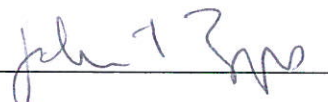
The attached chair review guidelines have been approved by the faculty of the Department of History on April 28, 2010.

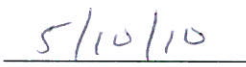
I have approved all attached guidelines and criteria.

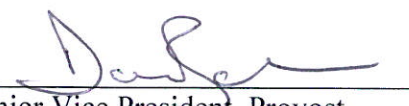
If you concur, we ask that you also approve the guidelines and criteria.

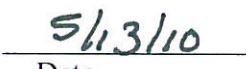
  
\_\_\_\_\_  
Department Chair or Faculty Representative

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Dean

  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Date

## Faculty Participation in the Review of the History Department Chair

Annual performance reviews of the History Department chair shall proceed according to the Collective Bargaining Agreement between Akron AAUP and The University of Akron.

During the final year of the History Department chair's term of appointment, chairs who wish to be considered for an additional term shall be subject to a more formal performance review of the preceding term. The review shall also apply to those who have served into their fourth (4<sup>th</sup>) year as interim chair. The department's review shall proceed as follows:

1. A Chair Review Committee shall be formed to conduct the review according to the terms set forth in the Collective Bargaining Agreement.
2. The Chair Review Committee shall invite the chair to submit written, detailed responses to the performance criteria below as a self evaluation. The Chair Review Committee will distribute the completed self evaluation to the bargaining unit faculty prior to its own assessment of the chair's performance.
  - a. How have you implemented the long and short-term goals of the History Department? How have you advocated for the department within the university, especially in articulating departmental needs, such as replacement lines and new positions?
  - b. How have you promoted collegiality and open communication internally? To what extent do you consult with the faculty in arriving at policy positions?
  - c. How have you managed departmental business and the office staff so that the department runs efficiently?
  - d. How well do you believe you have mentored the faculty, especially untenured faculty, in their scholarship, teaching, and service?
  - e. How have you developed and maintained relationships with alumni as well as outside constituencies of the History Department? How have you worked to maintain and increase the department's endowment?
3. The Chair Review Committee shall invite all individual bargaining unit faculty in the department to submit his/her anonymous (to the extent permitted by law) written and detailed professional assessment of the chair's performance during the chair's term in office. "Individual bargaining unit faculty" also includes the members of the evaluation committee. Anonymous written evaluations (to the extent permitted by law) will also be solicited from the staff, students, and part-time instructors. Written assessments will consist of answers to the questions below:

- a. Is the chair an effective advocate for the department within the university, especially in articulating departmental needs, such as replacement lines and new positions?
- b. Does the chair promote collegiality and open communication internally? Does the chair consult with the faculty in arriving at policy decisions?
- c. Does the chair manage departmental business efficiently, and the office staff fairly and effectively?
- d. How well does the chair mentor faculty, especially untenured faculty, in their scholarship, teaching, and service?
- e. How effectively has the chair developed and maintained relationships with alumni, as well as outside constituencies of the history department? How effectively has the chair maintained and increased the department's endowment?

The Chair Review Committee's recommendation shall include a written summary of the individual evaluations, noting in its recommendation the extent of faculty participation in the chair review.

4. After conferring with the bargaining unit faculty, the Chair Review Committee shall report its recommendation to the dean.