

College of Business Administration
Department of Marketing
Chair Evaluation

Evaluation Process

1. 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.

2. 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.

The Departmental Committee as established in (1) will conduct this evaluation. The Departmental Committee will meet and elect a chair. The chair will call meetings as necessary to carry out the business of the committee as outlined below.

The committee will distribute, collect and summarize the evaluation forms, without revealing the specific ratings or comments of any individual faculty member.

To better provide consistency between departments in their reviews, the following must be included as a part of the review survey. If necessary and important, departments may add to this as agreed upon by the department and as approved by the Dean and the Provost.

The committee may solicit input from other department stakeholders such as student and community leaders. However the reporting from these groups needs to be separate from that by the faculty. The Dean may also solicit input from sources external to the department faculty including but not limited to college administration.

At a minimum, the Department Chair must provide the following information to the committee within two weeks of receiving the request from the committee.

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.
3. The review committee will make these materials available to the department faculty for review.

4. The review committee will prepare a report summarizing the qualitative and quantitative responses obtained from the survey by the faculty members of the department. The summary report will be made available to the department faculty one week prior to the department's Chair Review Meeting.
5. The chair of the review committee will call and chair a Department Chair Review Meeting for the department's bargaining unit faculty.
6. 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 Dean for his/her consideration. The report should include copies of all of the survey qualitative comments. The committee should be available to meet with the Dean in person if necessary.

Name of Chair Being Evaluated:_____

Please indicate your role in the department by checking one of the following:

- ☐ Full-time faculty
☐ Part-time faculty
☐ Other personnel
☐ Prefer not to identify

Directions

Please place “X” marks in the appropriate boxes within the tables and make specific comments below each table. Make additional comments in the section that follows the table.

In general, this individual:	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
conducts department meetings in a effective manner					
is available for consultation or discussion					
supports and advances professional development					
assists faculty in achieving high standards in teaching					
supports and enhances instructional and professional collaboration among department members					
communicates in a timely, useful, and responsive manner					
helps individual faculty set and achieve professional goals					
helps set and achieve departmental goals					
acts as an effective liaison between the department and the administration					
promotes and encourages effective resolution of faculty concerns					
supports development of innovative departmental programs					
effectively manages daily operations of the department					
maintains a “vision” consistent with department, college and university goals					
solicits input from faculty before making important program unit decisions					
encourages an environment conducive to free exchange of ideas					

Additional Areas of Consideration

Please identify and comment on the strengths of your department chair.

Please identify and comment on the weaknesses of your department chair.

What suggestions do you have for the Chair to be more effective and/or enhance the department?

What other evaluative comments do you have for this person?

<i>Overall Performance Evaluation:</i> (Please circle)	Poor	Fair	Good	Very Good	Excellent
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