



Department of Mechanical Engineering

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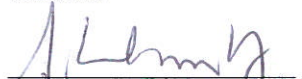
Date: June 27, 2008

To: Elizabeth J. Stroble
Senior Vice President, Provost and Chief Operating Officer

From: George K. Haritos
Dean, College of Engineering

Subject: Chair Review Guidelines and Criteria
Mechanical Engineering

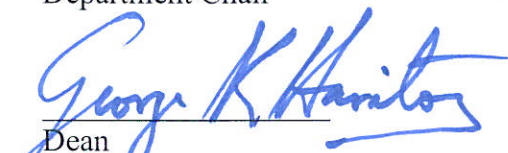
The attached Chair Review guidelines and criteria have been approved by the Faculty of the Department of Mechanical Engineering. I have approved all attached guidelines and criteria.


Faculty Representative

6-30-08
Date


Department Chair

6/30/08
Date


Dean

7/9/08
Date


Senior Vice President, Provost
Chief Operating Office

7/10/08
Date

The University of Akron
Department of Mechanical Engineering
Guidelines for Faculty Review of the Chair

Purpose

In accordance with Article 10, Section 5, of the current University of Akron/AAUP Contract, department guidelines are hereby presented for the four-year faculty review of the performance of the Department Chairs who wish to be considered for an additional term as Chair.

Review Period

The review takes place in the final year of the current term, commencing with the month in which the term began, as determined by the College of Engineering. The review is to be concluded with a recommendation and report to the Dean of Engineering on a schedule determined by College of Engineering guidelines.

Chair Review Committee

The Chair Review Committee shall consist of four members of the bargaining unit faculty of the Department: two elected by the bargaining unit faculty of the Department, one appointed by the Dean, and one appointed by the Provost (Part A.1). The Department election will be conducted at the first regular faculty meeting after the review period has begun. The committee of four will meet to select a Committee Chair, who will coordinate all duties of the committee, chair the Chair Review Meetings(s) and compile the committee's recommendation report.

Committee Duties

- 1) The Committee shall invite the Chair to write an open letter to the Department faculty and staff.
- 2) The Committee shall ensure that the Chair's response and current vitae is available to all faculty and staff members of the Department.
- 3) The Committee shall develop and distribute a questionnaire to all faculty and staff members of the Department that responds to the Chair's open letter, and to the College of Engineering guidelines and University rules regarding the responsibilities of Chairs.
- 4) The Committee will invite and collect written responses from all Department faculty and staff. The questionnaire shall be anonymous and identifying responses will be confidential (no names shall be requested)(part A.5). Responding to the questionnaire will be voluntary.
- 5) The committee will assemble all department member responses into a Questionnaire Summary document for review by the bargaining unit faculty. While the questions will be the same for all departmental members, the Committee will summarize the responses in a way that ensures the significant differences among constituencies are noted and the strength of the responses are

- accurately represented, while anonymity is preserved, in accordance with part A.3.
- 6) The Committee will make the Questionnaire Summary and individual responses available to all ME bargaining unit faculty at least two weeks prior to the Chair Review Meeting(s).
 - 7) The Committee will invite all bargaining unit faculty to the Chair Review Meeting(s). The Committee Chair will chair these meetings or designate a Committee member to serve as chair of the meetings. A Committee member will serve as recording secretary for these meetings. The meetings will be conducted according to Robert's Rules of Order. The Department Chair will not attend during deliberations, but may be invited to answer questions that arose during deliberations.
 - 8) Upon conclusion of deliberations of the Chair Review Meetings, each bargaining unit member of the Department will be given an opportunity to communicate, in writing, a qualitative and summary evaluation of the Chair and a level of support for the Chair to continue for another term (part A.3). Bargaining unit faculty who are unable to attend the deliberations can also communicate evaluation and level of support in writing, directly to the Chair Review Committee.
 - 9) Upon receipt of the communications, the Committee will formulate a Department recommendation regarding the Chair's continuing for another term. A narrative drawn from the deliberations, evaluations, and levels of support will accompany the recommendation. The recommendation and narrative shall be circulated to all bargaining unit faculty to assure that the narrative accurately reflects the meeting deliberations and collective evaluations and support.
 - 10) Within two weeks the Chair will be given an opportunity to meet with bargaining unit faculty to address concerns raised in the recommendation and narrative. After such a meeting the Chair Review Committee may convene another Chair Review Meeting to reflect the response of the Chair. Such a meeting, if it occurs, must occur within one week of the Chair's meeting with bargaining unit faculty.
 - 11) After a minimum of an additional two weeks, a final Recommendation Report containing the recommendation and narrative will be communicated to the Chair and submitted to the Dean.
 - 12) The Recommendation Report will be retained as permanent Department records. The Questionnaire and written evaluations and levels of support will be retained in confidence by the Review Committee Chair for one year and then archived.

Chair's Open Letter

The Chair is invited to write an open letter to Department members to initiate the Chair Review process. The letter may detail any or all of the following:

- 1) The annual goals the Chair has set for the Department during the current term.
- 2) The manner in which the Chair has addressed concerns and recommendations raised in any previous evaluations.
- 3) The manner in which the Chair has consulted with faculty in formulating goals.
- 4) The degree of success the Chair has had in meeting these goals.

- 5) The degree of success the Chair has had in enlisting the faculty, staff, and students in meeting these goals.
- 6) How well the Chair has been able to manage Department affairs.
- 7) What actions the Chair has taken to enable and encourage individual faculty and staff.
- 8) How successful the Chair has been as a supervisor for Department staff.
- 9) The Chair's advocacy on behalf of the Department and its programs, faculty, and staff within the College of Engineering, The University of Akron, and beyond.
- 10) The degree to which the Chair has been able to continue research, teaching, and service during the current term as Chair.

The Role of Department Staff

Department staff will receive the Chair's open letter, and will be invited to participate in the questionnaire. While anonymous, the questionnaire will remain separated from faculty questionnaires, and the staff constituency will be recognized in the Questionnaire Summary as appropriate.

The Department staff may elect a spokesperson from among themselves to present a summary of staff opinion on the continuance of the Chair at the beginning of the first Chair Review Meeting, prior to deliberations. Only bargaining unit members may be present during deliberation in these meetings.