



Office of the Dean

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DATE: December 18, 2007

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 Physics on December 14, 2007.

I have approved the attached guidelines.

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

R. Moeller

Department Chair or Faculty Representative

12/18/07

Date

Ronald F. Levant

Dean

12/20/07

Date

Elizabeth J. Stroble

Senior Vice President, Provost
and Chief Operating Officer

2/1/08

Date

January 31, 2008

The University of Akron Department of Physics Chair Review Procedure

1. An evaluation of the Chair's performance will be conducted by a committee of four members of the bargaining unit faculty of the department: two elected by the faculty, one appointed by the Dean, and one appointed by the Provost. The two departmental members will be elected to the committee by a majority vote of the Department's Bargaining Unit members.
2. The Department Chair provides the committee with departmental goals and departmental reports for the evaluation period. These documents will be evaluated as part of the review process by the committee.
3. As part of the review, the committee will perform a survey of faculty, staff and students that affords individuals the opportunity to give anonymous ratings of and written comments on the chair's performance. Responses from faculty will be kept separate from staff and student responses. A survey form is attached.
4. The committee will collect the returned evaluations and compile the results. The results will be given to the members of the Bargaining Unit, who will meet with the committee to discuss the findings. The committee will write a summary report which will be forwarded to Dean, with copies to the Bargaining Unit members and the Chair.

Evaluation Survey of Physics Department Chair

To encourage objectivity, you are asked not to identify yourself.

Part I: Responsibilities and Characteristics.

This list below describes 28 responsibilities and desirable characteristics of department chairs. Rate the performance of your chair over the past term on each of these by selecting the number which best represents your judgment. If you feel you have an insufficient basis for making a rating on a given responsibility, make no response.

1=Unsatisfactory 2=Satisfactory 3=Meritorious 4=Outstanding 5=Exceptional

1. Takes the lead in recruiting promising faculty.
2. Takes the lead in recruiting promising students.
3. Is knowledgeable about faculty, staff and student concerns.
4. Is fair in dealing with students, staff and faculty.
5. Attends to essential administrative details on time (e.g., class scheduling, budget preparation, promotion and tenure documentation, awards).
6. Fosters good teaching in the department (e.g., encourages course updating, presentation of contemporary ideas and current research, use of appropriate technology, attending to student feedback).
7. Facilitates obtaining grants and contracts from external sources.
8. Leads in establishing tangible department goals for performance and growth.
9. Communicates the department's needs (personnel, space, monetary) to the dean.
10. Develops collegiality/cooperation among departmental faculty members.
11. Stimulates and rewards research and scholarly activity in the department.
12. Improves the department's image and reputation on campus.
13. Improves the department's image and reputation off campus.

14. Sees to it that all faculty and staff are acquainted with departmental procedures, priorities, and expectations.
15. Sees to it that the department functions in an organized and coordinated way.
16. Understands and communicates expectations of the campus administration to the faculty.
17. Stimulates faculty enthusiasm for research and teaching.
18. Actively guides curriculum development.
19. Establishes trust between himself and members of the faculty/staff/students.
20. Recognizes and rewards faculty and staff in accordance with their contributions to the department.
21. Is easily accessible to students, faculty and staff.
22. Allocates faculty responsibilities in an effective and equitable manner.
23. Is familiar with the strengths of the department as perceived by others outside the university.
24. Understands the need and importance of all physics courses, and how they fit together.
25. Reduces, resolves, and/or prevents conflict among departmental faculty members.
26. Lets faculty and staff members know what is expected of them.
27. Is respectful of all students, staff and faculty.
28. Motivates each member of the department to excel.

Part II: Summary Judgement

1=Unsatisfactory 2=Satisfactory 3=Meritorious 4=Outstanding 5=Exceptional

29. Overall rating as Physics Department Chair.

Part III: Open-Ended Comments

1. What are this chair's main assets?
2. What reservations do you have about the chair's performance?
3. What changes by the chair himself/herself would best improve his/her performance?
4. What other changes beyond the chair's control (for example, but not limited to, by the faculty and administration) would best improve the chair's performance?