

Chair Review Criteria

Department of Polymer Engineering

Approval Signatures and Date

 Sadhan C. Jana, Department Chair	 Date
 Stephen Z.D. Cheng, Dean	 Date
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Criteria for
Department Chair Review
Department of Polymer Engineering

*Approved by the Department of Polymer Engineering faculty at a meeting on
November 15, 2007*

I. Procedure

1. Should the current Department Chair express interest to continue for another term, the review process starts. A narrative of how he/she met his/her goals and expression of desire to continue as chair should be furnished along with other documents as described in **Section III** below at least 90 days prior to expiry of the current term.
2. Receiving such letter of interest, the Dean advises the bargaining unit of the faculty to elect two-members of a four-member committee. The other two members will be appointed respectively by the Dean and the Provost. The committee conducts an evaluation according to the criteria set forth in the Department guidelines as provided below and arrives at a recommendation.
3. The committee shall report its recommendation to the Dean after conferring with the bargaining unit faculty by a process established in the College's guidelines.
4. The review 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 as per Contract, Section 5, A.3. Note that every bargaining unit member must have an opportunity to provide a written qualitative and summary evaluation of the chair. The committee's recommendation shall include a summary of the individual bargaining unit faculty's evaluations. Note that the committee's recommendation only needs to include a summary, (i.e., does not have to include the complete verbatim text of all bargaining unit written responses or all survey data). Anonymity may be best preserved if only a summary is forwarded to the Dean and Chair with the recommendation. The committee should assume personal responsibility for maintaining anonymity - this responsibility should not be delegated to administrative assistants or others.
5. The committee's recommendation may include input from students, staff, contract professionals, part-time faculty, or persons from outside the department that could address the efforts by the Chair as a departmental advocate to the College, University, and beyond. However, input should be restricted to include only those persons directly affected by this Chair's term (i.e. this is a performance review, not a review of the Chair's scholarly record of accomplishments). The same level of confidentiality given to bargaining unit input should be used for other's input as well. It is important, however, that bargaining unit input be considered separately

from other departmental constituents' in both the recommendation document and in any data which are reported. It would not be appropriate to have bargaining unit faculty input minimized by combining it with a potentially much larger set of responses from students, staff, contract professionals, part-time faculty, and others outside the department.

6. The committee must confer with the bargaining unit faculty. It is suggested that this occurs in a face-to-face meeting of the entire bargaining unit faculty (exclusively), to ensure that the committee's recommendation reflects a representative and unbiased summary of the data collected.
7. The committee does not have to confer with the Chair, and neither does the bargaining unit faculty, concerning the summary and recommendations.

II. Timeline

1. *90 days prior to expiry of the current term* – Chair submits letter of intent to Dean.
2. *15 days from letter of intent* – Committee with chair is elected. Department chair provides a set of documents to the Committee. Committee invites written qualitative and summary evaluation of the Chair as described in **Sections I.4 and I.5** above.
3. *30 days from letter of intent* – Committee compiles data from anonymous, written qualitative and summary evaluation of the Chair as described in **Sections I.4 and I.5** above.
4. *40 days from letter of intent* – Committee prepares recommendation and confers with the bargaining unit faculty.
5. *45 days from letter of intent* – Committee sends recommendation to the Dean.

III. Evaluation Criteria

The Chair must furnish the following documents as a minimum:

1. The letter of intent, 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 achievement.
 - (f) Efforts as a Departmental advocate to the College, University, and beyond.
2. Updated CV
3. Recommendations of the previous review (if the Chair is not in his/her first term).

4. If the letter of intent does not address any or all of the following issues, a separate narrative should be provided.
- (a) Performance in curriculum maintenance, improvement, and administration.
 - (b) Performance in graduate students recruiting.
 - (c) Performance in faculty recruiting in strategic research areas.
 - (d) Demonstrated evidence of vision and leadership in curriculum and research thrust development.
 - (e) Demonstrated evidence of fundraising activities for the Department.
 - (f) Demonstrated evidence of collegiality.
 - (g) Demonstrated evidence of reputation and visibility in University and professional societies.
 - (h) Demonstrated excellence in scholarship and teaching.
 - (i) Demonstrated evidence of securing external funding to maintain Chair's own research group.

IV. Annual Review

Per Section 5 of the Contract, the chair will establish annual goals in consultation with the bargaining unit members of the department and with the concurrence of the dean. The dean shall assess annually the performance of the chair measured against those goals and shall report the results of that assessment to the chair. The bargaining unit members may independently provide feedback to the chair.