

Chair Review Criteria

Department of Polymer Science


Approval Signatures and Dates



Department Chair



Date



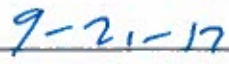
Dean



Date



Provost



Date

Guidelines on DPS Faculty Participation in Department Chair Review

Version adopted by unanimous vote of the DPS Faculty Bargaining Unit

May 1, 2007

Supercedes the version of Apr. 25, 2006

During the final year of the department chair's term of appointment, a chair who wishes to be considered for an additional term shall be subject to a formal performance review covering the preceding term.

The evaluation committee shall consist of four members of the bargaining unit: two elected by the bargaining unit members, one appointed by the Dean, and one appointed by the Provost.

Individual faculty who are members of the bargaining unit will be asked to offer their written qualitative and summary evaluations of the chair using the attached evaluation form. The identity of the individual filling out the form will be kept anonymous to the extent allowed by law. Each bargaining unit member shall have the following common set of documents to review in order to prepare their evaluations:

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 achievement
 - f. Efforts as a departmental advocate to the College, University and beyond
2. The Chair's updated CV
3. Recommendations of the previous Chair's review (if the Chair is not in his/her first term)

These individual evaluations will be collected by the evaluation committee. The committee will summarize in writing the comments from individual bargaining unit members, avoiding use of verbatim text that would compromise anonymity. The evaluation committee can include confidential input from students, staff, contract professionals, part-time faculty or persons outside of the Department to evaluate items d and f above. This input should be separated and distinguished from the input from bargaining unit faculty.

The committee shall compose a report presenting its recommendation, including its summary of comments from individual faculty. This report shall first be presented to the bargaining unit members at a faculty meeting, with the department chair absent, for their approval by a simple majority vote.

Should there not be a simple majority supporting the proposed report the bargaining unit members must choose to:

- 1.) continue to meet as a committee of the whole and consider amendments to the report that will lead to support of the amended document by at least a simple majority, or
- 2.) return the draft report to the evaluation committee for revision and consideration at a future faculty meeting.

A final version of the report that has simple majority approval of the department bargaining unit members will be forwarded to the Dean.

DEPARTMENT CHAIR EVALUATION

Five important qualities that should be possessed by a department chair are given in this evaluation instrument. Please use a five point scale to rate the performance of your department chair. It is essential for you to provide an explanation of and/or comments on your rating of each quality and any suggestions you may have for improvement.

The five point rating scale should be interpreted as follows:

5 -- Superior (everything one would expect)

4 -- Very Good

3 -- Good (normally expected)

2 -- Average

1 -- Poor (unsatisfactory)

A. LEADERSHIP

A department chair should inspire, encourage and support the highest levels of scholarship, teaching, research and service and lead the faculty by example to a full utilization of their abilities.

_____ Rating on Leadership

Explanation, Comments and Suggestions:

B. ADVOCACY

A department chair should be effective in advancing the goals, needs and interests of the department in the college, university and the community.

_____ Rating on Advocacy

Explanation, Comments and Suggestions:

C. PLANNING

A department chair should have a perceptive vision of what the department can achieve. Meaningful and achievable goals and reasonable timetables should be developed and clearly stated.

_____ Rating on Planning

Explanation, Comments and Suggestions:

D. JUDGMENT

A department chair should display the ability to make sound and timely decisions and communicate them in a clear and concise manner.

_____ Rating on Judgment

Explanation, Comments and Suggestions:

E. HUMAN RELATIONS

A department chair should be characterized by consideration and fairness to faculty, staff and students. This is especially true in matters involving teaching duties, committee assignments, departmental budget matters, salary, raises, and promotions.

_____ Rating on Human Relations

Explanation, Comments and Suggestions:

SUMMARY COMMENTS

Please comment on the major strengths or areas of concern in the spaces below:

MAJOR STRENGTHS:

AREAS OF CONCERN:
