



Office of the Dean

Buchtel College of Arts and Sciences
Akron, OH 44325-1901

330-972-7880 Office
330-972-7222 Fax

DATE:

TO: Elizabeth J. Stroble
Sr. Vice President, Provost and C.O.O.

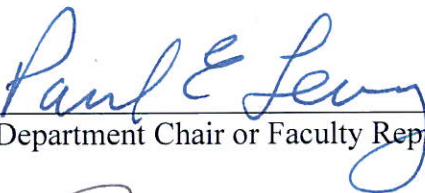
FROM: Ronald F. Levant
Dean

RE: Chair Review Guidelines

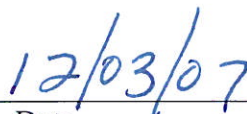
The attached guidelines have been approved by the Faculty of the Department of Psychology on 11-26-07.

I have approved the attached guidelines.


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



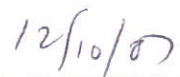
Department Chair or Faculty Representative




Date




Dean



Date



Senior Vice President, Provost
and Chief Operating Officer



Date

On April 20, 2006, the bargaining unit faculty of the Department of Psychology approved the following procedures and criteria for the review of Psychology Department chairs:

In consultation with the faculty of the department and with the concurrence of the Dean, the Chair will establish annual goals. The Dean shall assess annually the performance of the Chair measured against those goals and the standards set forth herein, and shall report the results of that assessment to the Chair and to the departmental faculty. During the final year of the department chair's term of appointment, chairs who wish to be considered for an additional term shall be subject to a more formal performance review of the preceding term. The review shall include:

1. A faculty review:

An evaluation of the Chair's performance as chair shall be conducted by a committee of four (4) members of the bargaining unit of the department: two elected by the bargaining unit members, one appointed by the dean, and one appointed by the Provost. The Chair will be required to provide the committee with a self-assessment in whatever form he or she desires. This self-assessment should review the goals and objectives of the Chair that were identified when he or she took the appointment. The self-assessment should also include an evaluation of the Chair with respect to the attainment of those goals as well as an overview of his or her main contributions to the Department of Psychology since he or she accepted the appointment as Chair. This self-assessment is to be provided to the Chair of the Review Committee and bargaining unit faculty members for informational purposes in a timely manner so that the committee can use the information in its evaluation. The evaluation process shall include the opportunity for individual bargaining unit members 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 members' evaluations. The committee shall conclude its evaluation by presenting to the faculty a recommendation. The committee shall report its recommendation to the dean after conferring with the bargaining unit members by a process established in the college's guidelines and with an emphasis on the following criteria:

- 1) Leadership within the department--This category includes academic (at the graduate and the undergraduate levels), administrative, and professional leadership with an emphasis on a proactive and planful approach. Within the department, the Chair serves as a professional role model to faculty, students and staff. She/he portrays a clear, primary commitment to her/his duties in the department (e.g., is available, accessible). The Chair adheres to and upholds the highest standards of professional ethics in carrying out her/his responsibilities. To the extent possible, she/he considers equitably the needs of all areas of the department when implementing departmental decisions and policies. She/he is able to build consensus within the department for decisions and policies.
- 2) Leadership outside of the department--This category includes academic (at the graduate and the undergraduate levels), administrative, and professional leadership with an emphasis on a proactive and planful approach. The Chair represents departmental needs, interests and viewpoints accurately and effectively to other members of the university community. The Chair represents departmental needs, interests, and viewpoints accurately and effectively to the larger professional psychological community.
- 3) Commitment to excellence--The Chair strives for and promotes excellence in program building, in faculty recruitment, retention and promotion, in research quality, in both graduate and undergraduate teaching, and in service. Working with the faculty, the Chair develops focused goals and appropriate standards; consistent excellence in undergraduate and graduate teaching and a national reputation for graduate programs are priorities.
- 4) Resource management--The Chair works with faculty to effectively plan for what resources are needed in the department and is effective in obtaining these resources.
- 5) Communication and decision-making style--The Chair is available to faculty and students for consultation. She/he seeks out and is open to faculty and student ideas. The Chair consults with faculty and considers students' perceptions regarding the operation of the department. The Chair discusses with and explains to faculty, staff and students departmental policies that she/he implements. The Chair regularly communicates to/discusses with faculty matters of importance to the department.

6) Human resource management--The Chair treats faculty, staff and students with respect, dignity and fairness. She/he works to ensure (to the extent possible) that this same standard of behavior is reflected as well in the interactions of all members of the department. The Chair effectively manages personnel and delegates duties in an appropriate way. She/he provides (or delegates such provision to others as appropriate) accurate and timely performance feedback to faculty, staff and students, and recommends continuous improvements consistent with the feedback given. The Chair is sensitive to and willing to address conflicts or issues of morale within the department. The Chair's interactions with members of the department generate trust that she/he is aware of and working in the best interests of all members of the department.

7) Diversity--The Chair is committed to fostering diversity in academic, professional and interpersonal domains and acts in a manner consistent with this commitment.

8) Administrative skills--The Chair fulfills, or supervises others' fulfillment of, necessary administrative duties and responsibilities. She/he makes certain that paperwork is completed accurately and in a timely fashion.

2. A decanal review:

The Dean shall conduct an independent evaluation of the Chair by a method appropriate to the unit, approved by the Provost, and including the annual evaluation result. The results of the Dean's review shall be communicated to the Chair. In the event that the chair determines not to continue as chair following this meeting, the dean shall communicate this decision to the bargaining unit members. Otherwise, the dean shall communicate to the bargaining unit the dean's decision.

Approved: 12/03/07



Chair, Department of Psychology