



**Office of the Dean**

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**DATE:**

**TO:** David Baker  
Interim Sr. Vice President, Provost and C.O.O.

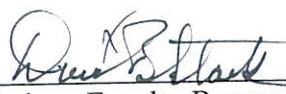
**FROM:** Chand Midha  
Interim Dean

**RE:** Chair Review Guidelines

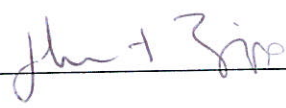
The attached chair review guidelines have been approved by the faculty of the Department of *Statistics*  
on *15 Feb 10*.

I have approved all attached guidelines and criteria.

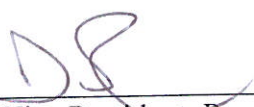
If you concur, we ask that you also approve the guidelines and criteria.

  
\_\_\_\_\_  
Department Chair or Faculty Representative

*22 Feb 10*  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Dean

*March 4, 2010*  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Senior Vice President, Provost  
and Chief Operating Officer

*3/9/10*  
\_\_\_\_\_  
Date

## **Section from the May 9, 2006 Proposed Statistics Department Guidelines to Review of Department Chair**

### **VI. Procedure for Department Chair Selection and Review**

- A. Department Chairs are appointed by the Board of Trustees for an initial term recommended by the President of not more than four years.
- B. Department Chairs are selected by the Dean after consulting with the faculty and Senior Vice President and Provost.
- C. Department chairs/school directors are appointed by the Board with the advice of and upon recommendation of bargaining unit faculty, the dean of the college, the Provost, and the President, following the procedures in the Collective Bargaining Agreement.
- D. During the final year of the department chair's/school director's term of appointment, those who wish to be considered for an additional term shall be subject to a more formal performance review of the preceding term. In this review:
  - 1. A committee of four departmental members will be formed, where two are elected by the faculty and one is appointed by the Dean and one is appointed by the Senior Vice President and Provost.
  - 2. The review committee shall use the Department Chair Review Survey (attached). This survey can be modified as appropriate to meet the needs of the faculty and the Dean. A departmental meeting shall be called to allow the Department Chair to report on and evaluate his/her activities in fulfilling the chair duties as outlined in the guidelines. Department members will be allowed to ask questions themselves or through the review committee chairperson. Minutes of this meeting will be included in the report of the review committee to the Dean.
  - 3. The committee shall report its recommendation to the Dean after conferring with bargaining unit faculty. The evaluation process shall include the opportunity for individual bargaining unit faculty to make professional written qualitative and summary evaluations of the chair/director, which may be anonymous to the extent permitted by law. The committee's recommendation shall include a summary of the individual bargaining unit faculty's evaluations.

## Department Chair Review Questionnaire

This is a questionnaire distributed to the departmental faculty (the committee may also choose to give this questionnaire to staff and graduate students) to help in the assessment of the Department Chair at the time of review. This list of questions is not exhaustive as other questions can be added as deemed appropriate by the committee.

Questions are asked under particular categories. The responses to the questions are ; 1 – strongly disagree, 2 – disagree, 3 – uncertain, 4 – agree, 5 – strongly agree. In addition, written responses in any category, and in general, are to be collected.

### Administration

1.	The Chair hires and supervises staff, both office and technical, appropriately.
2.	The Chair hires and supervises part – time faculty and graduate students appropriately.
3.	Departmental meetings and committees are well organized.
4.	Courses are scheduled in an effective manner.
5.	The Chair keeps faculty well informed of topics at the department, college and university level.
6.	Faculty's ideas and concerns are addressed effectively by the Chair.
7.	The Chair gives an appropriate evaluation of faculty's performance.
8.	The Chair handles mistakes in an effective manner.
9.	The Chair handles student conflicts in a effective manner.
10.	The Chair handles faculty conflicts in an effective manner.
11.	Overall, the Chair effectively administers the department.
<b>Advocacy</b>	
12.	The Chair effectively conveys the interests of the department to other departments.
13.	The Chair effectively conveys the interests of the department to the Dean and administration.
14.	The Chair is an effective advocate for the department.
<b>Development of Department</b>	
15.	The Chair helps develop effective teaching within the department.
16.	The Chair helps develop research within the department.
17.	The Chair helps develop statistical consulting within the department.
18.	Overall, the Chair is effective in developing the department.
<b>Leadership and Vision</b>	
19.	The Chair is an effective future planner for the department.
20.	The Chair is an effective leader of the department.