



Office of the Dean

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DATE: February 20, 2009

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

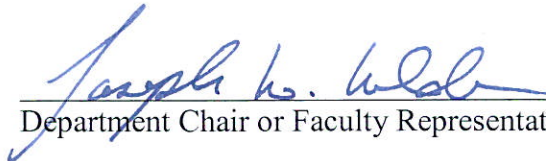
FROM: Chand Midha
Acting Dean

RE: **Chair Review Guidelines**


The attached guidelines have been approved by the Faculty of the Department of Theoretical and Applied Mathematics on February 19, 2009.

I have approved the attached guidelines.

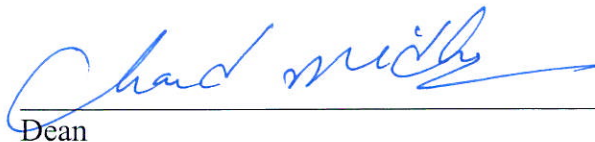
If you concur, we ask that you also approve the guidelines.



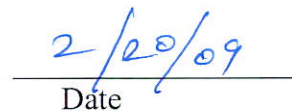
Department Chair or Faculty Representative



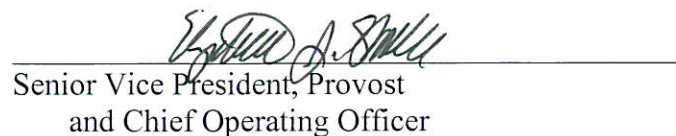
Date



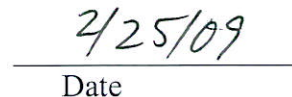
Dean



Date



Senior Vice President, Provost
and Chief Operating Officer



Date

Department of Theoretical and Applied Mathematics
Chair Review Policy

During the final year of the Department Chair's term, the Department will review the Chair's performance.

FORMATION OF REVIEW COMMITTEE

In accordance with the current Collective Bargaining Agreement (CBA), an evaluation of the Chair's performance will be conducted by a committee of four bargaining-unit members: two elected by the faculty, one appointed by the Dean, and one appointed by the Provost. The Department bargaining unit will elect two members to the committee by a majority vote at the beginning of the last year of the Chair's term.

REVIEW

1. The Chair will provide the bargaining-unit faculty with a written self-assessment of his or her performance as chair over the current appointment term.
2. The committee will provide the bargaining-unit faculty with a questionnaire (attached). The questionnaire provides (per the CBA) "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."
3. The committee will provide the faculty and the Chair with a summary of responses to the questionnaire.
4. The committee will also solicit the staff members' evaluations of the Chair's performance. It may also consult non-bargaining-unit faculty and students, summarize the input, and distribute the summary to staff, faculty, and the Chair. The summary should include how participants in the survey were selected. All evaluations will be made anonymously to the extent permitted by law.
5. The committee will confer with the bargaining-unit faculty per the CBA to discuss survey results and Chair performance and to decide upon a recommendation.
6. The committee will submit a summary report to the Dean, along with a recommendation.

EVALUATION SURVEY OF THE CHAIR
Department of Theoretical and Applied Mathematics

Please respond to the survey without identifying yourself. Feel free to add additional pages to provide further qualitative and summary evaluation of the Chair as you see fit.

Part 1. Rate the performance of the department chair over his/her current term on each of the responsibilities below by selecting the choice that best represents your judgment.

X=Cannot Judge 1=Unsatisfactory 2=Satisfactory 3=Meritorious 4=Outstanding 5=Exceptional

1. _____ Runs the department and handles administrative duties in a well-organized and appropriate manner (e. g. budget preparation, promotion and tenure documentation, merit-raise recommendations).
2. _____ Delegates authority appropriately and responds to concerns with regard to delegated activities (e. g. scheduling classes, advising students, ordering books).
3. _____ Manages students, staff, and faculty effectively, equitably, and according to clearly communicated procedures (e. g. in performance assessments, allocations of travel funds / equipment / office space / release time / teaching and service loads / support for Associate Chair and coordinators).
4. _____ Leads the faculty in establishing a comprehensive and coherent set of course offerings and ensures courses follow appropriate outlines.
5. _____ Fosters good teaching in the department (e. g. encourages course updating and development / innovations in pedagogy / appropriate use of technology, guides faculty in addressing student feedback).
6. _____ Stimulates and supports a strong and balanced academic research program in the discipline of mathematics.
7. _____ Facilitates obtaining grants (e. g. identifies sources, engages in outreach with funding agencies, oversees department-wide proposals, establishes campus contacts to obtain matching funds, provides seed money).
8. _____ Leads in establishing and executing tangible department goals for strong performance and growth.
9. _____ Judiciously allocates departmental resources for instructional, research, outreach, and/or service initiatives.
10. _____ Communicates needs for department resources (e. g. personnel, space, funds) to the Dean and reports the communication to the faculty.
11. _____ Introduces national professional trends (in ideas, research, and practices in mathematics) into department discussions as appropriate.

12. _____ Takes the lead in recruiting strong faculty.
13. _____ Oversees mentoring of faculty with regards to procedures, expectations, teaching and research.
14. _____ Recognizes and rewards faculty and staff in accordance with their contributions to the department.
15. _____ Takes the lead in recruiting strong students.
16. _____ Oversees guidance of graduate assistants with regards to departmental procedures, expectations, teaching and research.
17. _____ Promotes the department within the campus community (e. g. communicates departmental accomplishments to the Dean and Provost, nominates faculty/staff/students for campus awards, collaborates with other campus units, cultivates good relationships with other administrators).
18. _____ Reaches out to off-campus communities (e. g. Summit College, Akron Public Schools, other area universities) to foster departmental growth and student success.
19. _____ Attends and promotes department functions (e. g. picnics, colloquia, Pi Mu Epsilon events).
20. _____ Conducts well organized, meaningful, and efficient meetings.
21. _____ Communicates clearly, tactfully, accurately, and professionally.
22. _____ Promotes collegiality and cooperation among department faculty members.
23. _____ Treats faculty, staff, and students in an ethical and professional manner.
24. _____ Is knowledgeable about faculty, staff and student concerns.
25. _____ Encourages interaction with faculty, staff, and students outside of official department meetings; displays a personal interest in faculty, staff, and students, and collaborates with them to promote their success.
26. _____ Overall rating of the Chair.

Part 2

1. What are this Chair's main assets?
2. What are the Chair's main weaknesses?
3. What changes could the Chair make (e. g. in policies, procedures, priorities, style) to best improve his/her performance?