

September 12, 2008

**MEMORANDUM**

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

**FROM:** Cheryl Kern-Simirenko *CKS*  
Dean, University Libraries

**RE:** Chair Review Guidelines – UL Reference Department

The attached chair review guidelines have been approved by the Reference Department Faculty on September 12, 2008.

I have approved all attached guidelines.

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

*Paul Fielding*  
\_\_\_\_\_  
Faculty Representative

*9.12.08*  
\_\_\_\_\_  
Date

*Cheryl Kern-Simirenko*  
\_\_\_\_\_  
Dean

*9/12/08*  
\_\_\_\_\_  
Date

*Elizabeth J. Stroble*  
\_\_\_\_\_  
Senior Vice President, Provost,  
and Chief Operating Officer

*9/15/08*  
\_\_\_\_\_  
Date

## University Libraries Reference Department

### Chair Review Guidelines

As specified in the Contract (Article 10, Section 5) between the Akron-AAUP and the University of Akron (2005-2009):

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

#### Chair Review Committee (CRC)

An evaluation of the Chair's performance shall be conducted by a committee of four members of the bargaining unit of the Department: two elected by the Department's bargaining unit members, one appointed by the Dean, and one appointed by the Provost. If there are not enough bargaining unit faculty in the department to form the committee, then the remaining committee members shall be selected from the bargaining unit faculty within the Collection Management Department or Teaching and Training Department, since faculty in those departments are also involved in the Reference Department functions.

The Committee of four will meet to select a Committee Chair who will coordinate all duties of the CRC.

#### Chair Review Process

- 1) The CRC shall request from the Chair an open-ended written response to five questions.
  - a. How successful have you been in fulfilling the role of Chair and completing the most important tasks as Chair (including management of the Department)?
  - b. How successful have you been in working with faculty and staff to meet the mission of the Department regarding reference service?
  - c. How successful have you been in forging initiatives and establishing goals for the Department?
  - d. How successful have you been in encouraging efforts to increase the Department's visibility on campus?
  - e. How successful have you been in continuing with your own research, teaching, and service?
- 2) The CRC shall arrange for the Chair to make his or her curriculum vitae available to all members of the Department, as well as to any other bargaining unit faculty or auxiliary personnel who may be involved in the evaluation.
- 3) The CRC shall distribute a questionnaire to all members of the Department and invite written responses from all members. Any other bargaining unit faculty who engage in

reference responsibilities will also be given a questionnaire. Department auxiliary faculty and staff are not part of the bargaining unit; however, they are crucial to the successful operation of the Department and many have daily contact with the Chair. The opinions of these groups are important to the CRC and they will all have the opportunity to respond to the questionnaire. Responding to the questionnaire is voluntary.

The questionnaire shall include, but does not have to be limited to the following:

- a. How successful has the Chair been in fulfilling the role of Chair and completing the most important tasks as Chair (including management of the Department)?
  - b. How successful has the Chair been in working with faculty and staff to meet the mission of the department regarding reference service?
  - c. How successful has the Chair been in forging initiatives and establishing goals for the department?
  - d. How successful has the Chair been in encouraging efforts to increase the department's visibility on campus?
  - e. How successful has the Chair been in continuing with his or her own research and service?
  - f. Overall, how satisfactory has the Chair's performance been? This summary evaluation question will take the form of an open-ended question.
  - g. Any additional comments.
- 4) The Committee will assemble the questionnaire responses into one document for review by the bargaining unit faculty in the department. The questionnaire shall be anonymous and identifying responses will be confidential (no names shall be requested).

While the questions will be the same for all departmental members, the committee will summarize the responses in a way that ensures that each constituency's responses are accurately represented and anonymity is preserved. This may lead to the assembling of responses: 1) full-time bargaining unit faculty in the department; 2) full-time bargaining unit faculty outside the department; and 3) staff. A smaller number of groups will be used if anonymity would be compromised. This summary of the evaluations (pursuant to Article 10, section 5.A.3) will be made available to all bargaining unit faculty who meet to deliberate during the final Chair review meeting(s).

- 5) The Committee will report its recommendation to the Dean after sharing it with the bargaining unit members in the department. A copy of the committee's report will be sent to the Chair when it is submitted to the Dean.