

March 3, 2014

MEMORANDUM

TO: William M. Sherman
Sr. Vice President, Provost, and C.O.O.


FROM: Phyllis O'Connor
Interim Dean, University Libraries

RE: Chair Review Guidelines – UL Research & Learning Services Department

The attached chair review guidelines have been approved by the Research & Learning Services Department on December 13, 2013.

I have approved all attached guidelines.

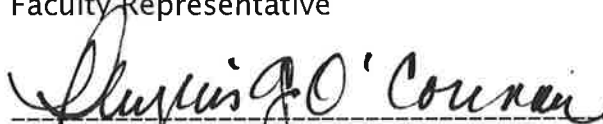
If you concur, we ask that you also approve the guidelines.



Faculty Representative

3/5/14


Date



Interim Dean

Mar. 7, 2014

Date



Senior Vice President, Provost
and Chief Operating Officer

3.11.14

Date

University Libraries Research & Learning Services Department Chair Review Guidelines

Approved December 13, 2013; Final March 3, 2014

Mike Tosko, Lori Fielding, Jeff Franks, Shari Laster, Lisa Lazar

PURPOSE

The Collective Bargaining Agreement (CBA) between the Akron-AAUP and The University of Akron sets forth the basic guidelines for faculty participation in the review of Department Chairs/School Directors in Article 10, Section 5, as follows:

In consultation with the bargaining unit faculty of the department and with the concurrence of the dean, the chair/school director will establish annual goals. The dean shall assess annually the performance of the chair/school director measured against those goals and shall report the results of that assessment to the chair/school director.

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. The review shall also apply to those who have served into their fourth (4th) year as chair/director.

In accordance with Article 10, Section 5 of the CBA, this document provides a procedure for reviewing the Chair of the Research and Learning Services Department in University Libraries. Historically, chairs in the University Libraries have been appointed on either an interim or permanent basis, as opposed to a specified term; therefore, the bargaining unit faculty in the Research and Learning Services Department agree that review of the Chair, whether permanent or interim, will be conducted once every four years.

CHAIR REVIEW COMMITTEE (CRC)

Article 10, Section 5, Subsection A.1 of the CBA states that "An evaluation of the chair's/school director's performance shall be conducted by a committee of four (4) members of the bargaining unit of the department: two (2) elected by the bargaining unit faculty, one (1) appointed by the Dean, and one (1) appointed by the Provost." If there are not enough bargaining unit faculty in the department to form the committee, the remaining committee members shall be selected from bargaining unit faculty within other University Libraries departments.

CHAIR REVIEW PROCESS

- I. The CRC will request from the Chair:
 - A. Goals submitted to the Dean during the term of the review.
 - B. A current curriculum vitae to be made available to all bargaining unit faculty members in the department. Written responses to the following open-ended questions:
 1. How successful have you been in fulfilling the role of Chair and completing the most important tasks, including management of the department?
 2. How successful have you been in meeting your annual goals during the term of review?
 3. How successful have you been in working with the Research and Learning Services bargaining unit faculty, contract professionals, staff, and student employees in:

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- a). Clearly and effectively communicating expectations for performance and providing regular feedback on performance?
 - b). Ensuring timely communication of information from Department Heads meetings and other UL departments?
 - c). Providing timely follow-up on questions/projects?
 4. How successful have you been in forging initiatives and establishing goals for the department?
 5. How successful have you been as an advocate for the department's needs?
 6. How successful have you been in continuing with your own research, teaching, and service?
- II. The CRC will distribute a copy of the items requested in Part 1 above to all staff, contract professionals, and bargaining unit faculty in the department.
- III. The CRC will also draft and distribute a questionnaire to all members of the department and invite written responses from all members.
 - A. Responding to this questionnaire is voluntary and all responses are confidential.
 - B. The questionnaire will include, but does not have to be limited to, the following questions:
 1. How successful has the Chair been in fulfilling the role of Chair and completed the most important tasks, including management of the department?
 2. How successful has the Chair been in meeting the annual goals during the term of review?
 3. How successful has the Chair been in working with the Research and Learning Services bargaining unit faculty, staff, and student employees in:
 - a). Clearly and effectively communicating expectations for performance and providing regular feedback on performance?
 - b). Ensuring timely communication of information from Department Heads meetings and other UL departments?
 - c). Providing timely follow-up on questions/projects?
 4. How successful has the Chair been in forging initiatives and establishing goals for the department?
 5. How successful has the Chair been as an advocate for the department's needs?
 6. [Faculty only:] How successful has the Chair been in continuing with his or her own research, teaching, and service?
 7. Overall, how satisfactory has the Chair's performance been? This section is for respondents to make a written qualitative and summary evaluation for the Chair.
 8. Any additional comments.
 - C. The committee will summarize the responses in a way that ensures that each constituency's responses are accurately represented and anonymity is preserved. This summary of the evaluation (pursuant to Article 10, Section 5.A.3 of the CBA) will be part of the CRC's final report.
- IV. The CRC will meet to discuss, evaluate, and compile the final recommendation.
- V. The CRC will write the report, share its recommendation with the staff and bargaining unit members in the department, and report its recommendation to the Dean.
- VI. A copy of the committee's report will be sent to the Chair when it is submitted to the Dean.