

September 17, 2008

**MEMORANDUM**

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

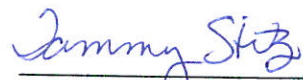
**FROM:** Cheryl Kern-Simirenko  
Dean, University Libraries


**RE:** Chair Review Guidelines – Science and Technology Department

The attached chair review guidelines have been approved by the Science and Technology Department Faculty on September 16, 2008.

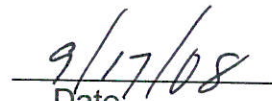
I have approved all attached guidelines.


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

  
\_\_\_\_\_  
Faculty Representative

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Dean

  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Date

**CHAIR REVIEW  
UNIVERSITY LIBRARIES  
SCIENCE AND TECHNOLOGY DEPARTMENT**

**Purpose**

Article 10 (Governance) Section 5 of the Collective Bargaining Agreement between the Akron-AAUP and The University of Akron permits “faculty participation in the review of department chairs.” This document provides a procedure for reviewing the Chair of the Science and Technology Department in University Libraries.

Article 10 Section 5 of the Collective Bargaining Agreement states that “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.” Historically, chairs in the Science and Technology Department have been appointed on either an interim or permanent basis, as opposed to a specified term. The review of the permanent chair will be conducted once every four years.

**Chair Review Committee (CRC)**

Article 10 Section 5 of the Collective Bargaining Agreement states that “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 bargaining unit faculty, 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 elsewhere within University Libraries.

**Chair Review Process**

- 1) The CRC will request from the Chair
  - a. goals submitted to the Dean during the term of review,
  - b. a current curriculum vitae to be made available to all bargaining unit faculty members involved in the evaluation, and
  - c. written responses to the following open-ended questions:
    - i. How successful have you been in fulfilling the role of Chair and completing the most important tasks, including management of the department?
    - ii. How successful have you been in meeting the goals submitted to the Dean during the term of review?
    - iii. How successful have you been in working with Science and Technology Library faculty, contract professionals, and staff in meeting the needs of the academic science departments and corporate clients served?



- iv. How successful have you been in forging initiatives and establishing goals for the department?
- v. How successful have you been in encouraging efforts to increase the department's visibility on campus?
- vi. How successful have you been in continuing with your own research, teaching, and service?

The CRC will distribute a copy of the items requested in Part 1 above to all staff, contract professionals, and faculty in the department. The CRC shall also draft and distribute a questionnaire to all members of the department and invite written responses from all members. Responding to the questionnaire is voluntary.

- 2) 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, including management of the department?
  - b. How successful has the Chair been in meeting the goals submitted to the Dean during the term of review?
  - c. How successful has the Chair been in working with Science and Technology Library faculty, contract professionals, and staff in meeting the needs of the academic science departments and corporate clients served?
  - d. How successful has the Chair been in forging initiatives and establishing goals for the department?
  - e. How successful has the Chair been in encouraging efforts to increase the department's visibility on campus?
  - f. How successful has the Chair been in continuing with his or her own research, teaching, and service?
  - g. Any additional comments.

The questionnaire will include a section for respondents to make a written qualitative and summary evaluation of the Chair. While the questions will be the same for all department 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 summary of the evaluations (pursuant to Article 10, Section 5.A.3 of the Collective Bargaining Agreement) will be made available to all bargaining unit faculty who meet to deliberate during the final Chair review meeting(s).

- 3) The CRC 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.