

Annual Faculty Evaluation of Department Chair / School Director

Chair/Director being evaluated _____ Term _____

This evaluation form should be circulated to all faculty of the department/school. (See T & R Faculty Handbook, Section 1.4.2.A.2.) Completed forms should be returned to the Chair of the Department/School Personnel Committee.

For each of the responsibilities listed in section 4.2.3.1 of the T & R Faculty Handbook, faculty should circle a rating. Comments may be provided under the item, on the reverse of this page, or on a separate sheet. For questions 1 through 13, please use the following rating scale:

- 1 = Poor
- 2 = Below expectations
- 3 = Meets expectations
- 4 = Above Expectations
- 5 = Outstanding
- DK = Don't Know (this response should not be assigned a numerical score)

1. Provides leadership and promotes excellence in teaching, scholarship, professional and University service in the department or school, college, and University consistent with each unit's strategic plan.

1 2 3 4 5 DK

2. Represents the department or school to the University community and serves as a channel of communication on program, personnel, and budget matters.

1 2 3 4 5 DK

3. Coordinates in consultation with the department's or school's faculty the department's or school's academic programs and physical facilities.

1 2 3 4 5 DK

4. Plans and administers the department's or school's budget.

1 2 3 4 5 DK

5. Coordinates and recommends hiring of faculty and staff.

1 2 3 4 5 DK

6. Evaluates faculty and staff and makes faculty work assignments.

1 2 3 4 5 DK

7. Supervises staff and part-time faculty and provides an environment that, within the limitations of available resources, is supportive of faculty professional activities and goals.

1 2 3 4 5 DK

8. Attracts, retains, and assists students within the department.

1 2 3 4 5 DK

9. Ensures that department or school orientation responsibilities are properly completed.

1 2 3 4 5 DK

10. Promotes a collegial work atmosphere that facilitates faculty and student achievement.

1 2 3 4 5 DK

11. Creates and maintains good relations across the entire University community.

1 2 3 4 5 DK

12. Advocates for faculty needs within the bounds of University and college goals and objectives.

1 2 3 4 5 DK

13. Please indicate your overall satisfaction with the Chair/Director.

1 2 3 4 5 DK

14. Do you support the continued service of the Chair/Director in this role?

YES NO No Opinion

Please use the space below to provide additional comments and attach additional sheets as necessary.