

## **EVALUATION OF DEPARTMENT/SCHOOL CHAIR**

### **Background**

This document is developed based on the Office of Academic Affairs Memorandum No. 05-3 (OAAM 05-3) document. In that document, the department/school chair's responsibilities are:

- to provide leadership on behalf of the department/school's teaching, research, and service missions,
- to maintain a collegial and productive work environment, and
- to ensure that the department/school functions efficiently, effectively, and in accordance with university policies.

### **Evaluation Purpose**

The purpose of the Department/School Chair Evaluation is to help chairs understand how they may more effectively help the members of their departments/schools to become effective teachers, scholars, and members of the academic community.

### **Evaluation Process**

The Faculty Affairs Committee of the College of Engineering, Technology, and Computer Science Faculty Assembly will conduct this evaluation annually. The evaluations will be performed online in a way that guarantees the anonymity of each faculty member.

### **Directions**

It is highly recommended that you make additional comments in the section that follows each table. It will be helpful to support your comments with as many specific examples of the chair's performance as you can.

**Evaluation Date:** March 1, \_\_\_\_.

**Due Date:** March 15, \_\_\_\_.

**Department/School Chair:**

- Department of Computer Science
- Department of Civil and Mechanical Engineering
- Department of Electrical and Computer Engineering
- Department of Organizational Leadership
- School of Polytechnic

<b>Leadership</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>	<b>No Input</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
1. The <b>overall evaluation</b> of the chair on <u>Leadership</u> criteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) The chair ensures that the department faculty work together to develop the mission, vision, goals, and objectives of the department and that they use this framework to establish strategic priorities, in keeping with the campus strategic plan. b) The chair provides overall leadership of the department by initiating discussion of needed changes and supporting appropriate initiatives generated by colleagues in the department. c) The chair communicates departmental priorities to the dean and VCAA, as well as communicating institutional priorities to the department. d) The chair is an effective advocate for the department/school.					
<b>Comments:</b> _____					
_____					
_____					

<b>Management &amp; Administration</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>	<b>No Input</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
2. The <b>overall evaluation</b> of the chair on <u>Management and Administration</u> criteria.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) The chair fosters a collegial work climate based on open communication, trust, and shared responsibility for achieving the department/school's strategic goals. b) The chair ensures that productivity and planning reports, and other reports as needed, are submitted to the dean in a timely fashion. c) The chair ensures that needed courses are scheduled and staffed each semester, monitors enrollments, and makes adjustments to the schedule as needed and appropriate. d) The chair manages and monitors the department/school's budget, facilities, and equipment and prepares salary recommendations and requests for new resources as needed to support enrollments and the department/school's strategic priorities. e) The chair tracks and signs off on all grant and contract proposals on behalf of the department/school.					
<b>Comments:</b> _____ _____ _____					

<b>Personnel</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>	<b>No Input</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
3. The <b>overall evaluation</b> of the chair on <u>Personnel</u> criteria.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) The chair encourages faculty and staff to take advantage of appropriate professional development opportunities and rewards demonstrated improvement in performance. b) The chair ensures that associate faculty/LTL and graduate assistants receive necessary training for their teaching responsibilities, that they are integrated into the department/school in appropriate ways, that they have access to relevant professional development opportunities, and that their work is evaluated. c) The chair establishes office schedules and work assignments for departmental/school administrative, clerical, and service staff. d) The chair ensures that all faculty and staff in the department/school receive written performance reviews each year, with formative and summative feedback. e) The chair serves as mediator in resolving conflicts among employees or between faculty and students.					
<b>Comments:</b> _____ _____ _____					

<p style="text-align: center;"><b>Promotion and Tenure</b></p>	<p style="text-align: center;"><b>Poor</b></p>	<p style="text-align: center;"><b>Fair</b></p>	<p style="text-align: center;"><b>Good</b></p>	<p style="text-align: center;"><b>Excellent</b></p>	<p style="text-align: center;"><b>No Input</b></p>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
<p>4. The <b>overall evaluation</b> of the chair on <u>Promotion and Tenure</u> criteria.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>a) The chair ensures that the department/school’s promotion and tenure documents are consistent with college and campus policies and criteria, and that departmental/school criteria for tenure and promotion are appropriate to the discipline and to the department/school’s mission.</p> <p>b) The chair assists faculty in preparing and implementing a research/creative endeavor plan appropriate to the faculty member’s rank, length of service, and responsibilities.</p> <p>c) The chair supports faculty research/creative endeavor by allowing flexible schedules or other appropriate accommodations to enable faculty to complete significant projects.</p> <p>d) In recommending faculty for reappointment, promotion, and tenure, the chair ensures that relevant criteria are met and standards upheld.</p>					
<p><b>Comments:</b> _____</p> <p>_____</p> <p>_____</p>					

<p style="text-align: center;"><b>Curriculum and Instruction</b></p>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>	<b>No Input</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
<p>5. The <b>overall evaluation</b> of the chair on <u>Curriculum and Instruction</u> criteria.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>a) The chair ensures that the department/school’s curricula are current, supports the department/school’s strategic priorities, meets relevant accreditation or other standards, and is responsive to student demands and regional need.</p> <p>b) The chair establishes, in consultation with the faculty and the dean, departmental/school priorities for offering and funding courses and programs by various delivery methods (on-campus, online, at remote sites, weekend) as needed and as appropriate to the discipline(s).</p> <p>c) The chair ensures that faculty members are aware of and have access to training in best practices for teaching the discipline(s) offered, that they have opportunities to participate in peer review and other formative evaluation of their teaching, and that they are encouraged to reflect on and document their teaching effectiveness using multiple measures.</p> <p>d) For programs with external accreditation, the chair ensures that accreditation reports are submitted as required by the agencies.</p> <p>e) The chair ensures that periodic program reviews build on annual assessment measures/findings, are conducted with input from all relevant stakeholders (faculty, students, alumni, etc.), and completed in a timely manner.</p>					
<p><b>Comments:</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p>					

<b>Students</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>	<b>No Input</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
6. The <b>overall evaluation</b> of the chair on <u>Students</u> criteria.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>a) The chair ensures that appropriate recruitment and retention practices are followed, that departmental/school scholarships (if available) are administered appropriately, and that diversity goals for recruitment are pursued diligently.</p> <p>b) The chair ensures that students are aware of standards that must be met for national (licensure) exams or enrollment criteria for graduate/professional schools, and that they have ready access to information about the department/school's curricula, events, and opportunities for involving students in research/creative endeavors.</p> <p>c) The chair ensures that all faculty and staff who advise students have had appropriate training and receive regular updates on changes relevant to students' curricula and/or degree completion.</p> <p>d) The chair ensures that all instructional staff are aware of the rights and responsibilities of Purdue Fort Wayne students, as published in the Student Handbook, and that they communicate their expectations to students proactively, in order to minimize misunderstandings and prevent situations that can result in grievances.</p> <p>e) The chair ensures that the department/school has appropriate policies and procedures for dealing with rights violations and student complaints, such as grievances and grade appeals.</p> <p>f) The chair encourages the establishment of appropriate student clubs or other co-curricular activities and rewards faculty who support students in these endeavors.</p>					
<p><b>Comments:</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p>					

<p style="text-align: center;"><b>Community Outreach/Engagement</b></p>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>	<b>No Input</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
<p>7. The <b>overall evaluation</b> of the chair on <u>Community Outreach/Engagement</u> criteria.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>a) The chair ensures that the department/school’s alumni receive appropriate communication on a regular basis.</p> <p>b) The chair ensures that the department/school is connected to a community advisory board or other appropriate resources for community involvement and support of the department/school’s mission.</p> <p>c) The chair seeks opportunities for appropriate community partnerships locally, in Indiana, and nationally. The chair effectively facilitates communication concerning the establishment of such partnerships.</p> <p>d) The chair ensures that community partnerships are nurtured appropriately.</p> <p>e) The chair ensures that the department/school has current and useful information from potential employers of the department/school’s graduates.</p>					
<p><b>Comments:</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p>					





## **CHAIR EVALUATION PROCEDURES**

Evaluations of Department/School Chairs are duty of the Faculty Affairs Committee and are to be conducted each March. Evaluations are confidential and are to be collected and tabulated by the Assembly Secretary only. Results are to be provided directly to the Dean of the College of Engineering, Technology, and Computer Science for his or her use.

### **1) Evaluation Preparation and Distribution**

1. No envelopes need be provided.
2. The completed evaluations may only be accessed by the Assembly Secretary.
3. The Email return address of the faculty member will suffice for authentication (electronic signature), presuming the software requires a password for its use.
4. The system must guarantee that multiple evaluations are not allowed.

### **2) Evaluation Deadline**

The Evaluation Form distribution is to be annually in March no later than the third Monday of the month. The recipient should be allowed five (5) working days to return the evaluation from the date of distribution. Working days are defined as any day the university is scheduled to be open with the following exceptions: weekends and scheduled holidays will count as one working day for these purposes.

### **3) Results Tabulation and Distribution**

The Secretary will tabulate all results. Results from individual faculty members for each question are to be tabulated.

The Secretary will provide the tabulated evaluation results and comments for each Department/School Chair's evaluation directly to the Dean of the College of Engineering, Technology and Computer Science by the first day of May. The Dean shall share the aggregate data (such as the number of respondents, the average score, etc.) with the chair. At his/her discretion, the Dean can share the comments with the Chair as long as its source is not identifiable. The Secretary shall confirm the completion of the evaluation process in writing to the Chair of the Faculty Affairs Committee for report to the Assembly.