

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.

Chair/Director Evaluation Procedures

Evaluations of Department Chairs and School Directors shall be conducted each March, no later than the third Monday of the month. The Secretary shall provide evaluations electronically to all full-time staff and faculty in each Department/School. The identity of evaluators shall remain confidential. The Secretary shall compile the responses and provide them to Chairs, Directors, and the Dean by the first day of May.

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

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Survey

The VCAA views the role of the Chair or Director in seven categories: leadership, management, personnel, promotion & tenure, curriculum & instruction, students, and community outreach & engagement. You may view the role of your Chair or Director in additional terms, such as communicating effectively, mentoring, providing the resources you need to do your job, protecting you from university politics, etc. Note: while your identity will remain confidential, all of your responses will be shared with your Chair or Director, and with the Dean.

- [1] Based on your own view of the role of your Chair or Director, what are that person's strengths?

- [2] Based on your own view of the role of your Chair or Director, what are that person's areas for improvement?

- [3] Based on your identified areas for improvement, what specific suggestions do you have that would help the Chair or Director improve in their role?

- [4] Please provide any additional comments you would like to share about your Chair or Director.