

Faculty Evaluation of Department Chairperson/Program Director

Academic Year: _____ Department / Program: _____

Chairperson/Program Director: _____

Faculty member completing this form: _____

Intent: (1) To officially recognize the valuable contributions of one's department chair; and (2) To identify, if necessary, any areas in which the department chairperson can improve.

Directions: Check the appropriate category for each statement. The five sections of this review correspond to the policy on department chairs/program directors found in the *Faculty Handbook*. **Please mention specific behaviors/events in the comment sections to highlight exceptional chair performance or areas of concern.**

NB: UTJ = unable to judge

Administrative Responsibilities:	Agree	Disagree	UTJ
represents departmental concerns & needs to the administration			
prepares agenda for and presides over regular department meetings			
maintains appropriate department records including course syllabi			
consults with department faculty in preparing a written departmental budget			
prepares the department for accreditation and/or Major Program review			
Comments:			
Faculty Responsibilities:	Agree	Disagree	UTJ
ensures that new faculty members have received adequate orientation to the College and the department/program			
mentors faculty in the areas of teaching, scholarship and service			
consults with department faculty on staffing decisions, including the hiring of new faculty members & retention			
consults with department faculty about the scheduling of courses and the assignment of independent studies and internships			
supports and enhances instructional and professional collaboration among department members			
promotes and encourages effective resolution of faculty concerns			
Comments:			
Evaluation of Faculty Responsibilities:	Agree	Disagree	UTJ
conducts classroom visitation and evaluates faculty in a timely manner			
provides constructive criticism for improvement of teaching and facilitates opportunities for peer coaching			
monitors students' responses from classes & provides effective feedback to the faculty			
reviews Faculty Activity Annual Summary and makes recommendation for long range planning			
completes Chairperson's Form for Faculty Evaluation & clearly states areas of accomplishments and concerns for each member of the department			

participates in Annual Review Conference for Pre-Tenure Faculty			
Chairs in McGowan School of Business- Conducts Annual Review and completes evaluation form in a timely manner			
Comments:			
Curriculum Responsibilities:	Agree	Disagree	UTJ
consults with departmental faculty to determine the design of the major sequence			
consults with departmental faculty to determine the nature of courses offered			
initiates revisions of departmental curricula			
coordinates collegial selection of textbooks in courses taught by more than one faculty member			
coordinates bookstore orders with the departmental faculty			
prepares revisions of sections of the College Catalog and other College publications describing the department			
coordinates with departmental faculty and the librarian for the improvement of library holdings			
Comments:			
Student Responsibilities:	Agree	Disagree	UTJ
establishes qualifications for admission into the major in a collaborative manner.			
provides, with the aid of department faculty, efficient and helpful academic advisement to department majors			
fosters departmental support of students' growth in disciplinary and co-curricular activities			
manages "Open House" and departmental recruitment activities effectively			
Comments:			

Overall satisfaction with your chairperson: (please circle)

Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied
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Final comments: