

**FACULTY EVALUATION OF DEPARTMENTAL CHAIRS  
AND PROGRAM DIRECTORS**

(Ref: *Faculty Handbook*, Section 3.4.4)

**CONFIDENTIAL: RESTRICTED TO THE FILES OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS.**

**Instructions:** The following is a list of chair/director responsibilities. For each, rate how well your chair/director performs these duties by circling a number from 1 to 5, with 1=poor, 2=fair, 3=average, 4=good, 5=excellent. Omit any item for which you cannot make a valid judgment. Use additional pages if desired.

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|---|-----------|
| 1. Guides the development of departmental goals in terms of courses, programs, and staffing.<br>Comments:   | 1 2 3 4 5 |
| 2. Acts as an effective liaison with appropriate administrators, institutional offices, and committees (e.g., APC, Registrar) to insure realization of departmental goals.<br>Comments: | 1 2 3 4 5 |
| 3. Arranges a balanced schedule of courses each semester so that students may complete their programs in a reasonable amount of time.<br>Comments:                                      | 1 2 3 4 5 |
| 4. Is equitable and attentive to faculty strengths assigning courses, departmental responsibilities and majors to faculty.<br>Comments:   | 1 2 3 4 5 |
| 5. Encourages and recognizes professional development in teaching.<br>Comments:   | 1 2 3 4 5 |
| 6. Encourages and recognizes scholarly efforts.<br>Comments:  | 1 2 3 4 5 |
| 7. Encourages and recognizes faculty involvement in university or community affairs.<br>Comments:   | 1 2 3 4 5 |
| 8. Evaluates faculty for reappointment, tenure, and promotion fairly and constructively (e.g., provides feedback).<br>Comments:   | 1 2 3 4 5 |
| 9. Takes initiatives to develop the academic program in positive ways.<br>Comments:   | 1 2 3 4 5 |

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| 10. Involves faculty in new policy decisions.<br>Comments:   | 1 2 3 4 5 |
| 11. Encourages new ideas, the development of new courses, or experiments in teaching.<br>Comments:                         | 1 2 3 4 5 |
| 12. Is able to resolve quickly and fairly student problems regarding courses and faculty.<br>Comments:                     | 1 2 3 4 5 |
| 13. Works with faculty to establish priorities in allocated budget, professional travel, and release time.<br>Comments:    | 1 2 3 4 5 |
| 14. Shows concern for faculty development.<br>Comments:  | 1 2 3 4 5 |
| 15. Is able to deal professionally and courteously with secretaries, student assistants, etc.<br>Comments:                 | 1 2 3 4 5 |
| 16. Works to maintain good relations between members of the department and to resolve departmental frictions.<br>Comments: | 1 2 3 4 5 |

Please feel free to include additional comments, especially relative to your view of the strength of the department, and any factors you feel have impeded the effectiveness of your chair/director.

Would you like to hold a private, confidential meeting with the Vice Chancellor for Academic Affairs to discuss your evaluation?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

Would you recommend the reappointment of this faculty member as chairman?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If you answered "No," whom would you prefer?

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Signature)                      \_\_\_\_\_ (Date)