

THE UNIVERSITY OF NORTH CAROLINA ASHEVILLE  
FACULTY SENATE

Senate Document Number SD5223S  
Date of Senate Approval 04/27/2023

Statement of Faculty Senate Action:

**FWDC 10: Enhance Annual Evaluation of Chairs and Program Directors**  
**Amended** [Faculty Handbook Section 3.4.4](#)

**Effective Date:** Immediately

**Summary:** This document adds a mechanism for departmental colleagues to provide annual feedback of chairs and program directors on all aspects of the job description as part of the annual evaluation process.

**Rationale:** The annual evaluation of chairs and program directors provides an important opportunity for personal and professional development. Currently annual review of chairs/program directors does not include any formal mechanism for departmental colleagues to comment on departmental leadership. Only when a term ends does the dean solicit feedback. FWDC proposes to embed this feedback mechanism in the annual review process.

**Revise Section 3.4.4**

1) By May 1, each department chair/program director (CPD) completes an Annual Administrative Review, developed by Academic Affairs. This form allows CPDs to report their work ~~in this capacity beyond routine tasks, including curriculum review and revision, faculty/staff searches, department initiatives, and community projects.~~ The form is submitted to the Dean who is responsible for that department or program. ~~By March 15, 15, the Dean will solicit feedback from the departmental faculty and staff by means of a Google form based on the CPD duties outlined in 3.1.2. Faculty and staff should submit the Google form to the Dean by April 15. Anonymized results will be shared with the chair after the chair submits their Faculty Performance Appraisal forms but before July 1, for formative and summative purposes. Chairs will have the opportunity to respond to colleagues' feedback. At the discretion of the dean, the dean and chair will meet to develop a plan to address concerns raised and share these steps with the department. The dean will use the annual feedback from departmental faculty and staff in the following year to assess progress on the improvement plan. The chair's appointment remains at the discretion of the Provost.~~

2) By May 30, the Dean completes an evaluation of the performance of the CPD with both qualitative descriptors and a narrative evaluation. The Annual Administrative Review, with Dean's evaluation, is attached to the Faculty Record of the CPD before it is submitted according to the procedures outlined in [Section 3.4.2](#) and is incorporated into the annual evaluation of that faculty member by being evaluated as a separate category in addition to teaching, scholarship and scholarly or creative activity, and service.

3) This administrative evaluation is incorporated in the determination of the merit evaluation of the CPD's work as a faculty member as defined in [Section 3.4.3](#).

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Deleted: The chair must then demonstrate over the course of the next year that they have implemented the actionable steps in the improvement plan. At the time of the next annual review, colleagues will give feedback on how successful the chair was in implementing the improvement plan.