



**DEPARTMENT CHAIR EVALUATION FORM**

The College expects department chairs to be academic leaders, good stewards of fiscal, physical, and human resources, and advocates for their departments within a context of college-wide and university-wide priorities. As part of the annual evaluation of your department chair, you are invited to rate and comment on the chair's performance from your perspective. Please provide a numerical rating (from 0 to 10, poor to superior performance) and comment on each of the items below. The summary evaluation should not be an average of the other categories; it should represent your overall assessment of the chairperson's effectiveness and contributions to the department. Your responses to this questionnaire will be summarized as part of the report that the chair receives from the department evaluation committee.

**DEPARTMENT CHAIR:** \_\_\_\_\_

**NUMERICAL RATING (0-10)**

1. Leading, initiating, planning, and motivating. \_\_\_\_\_
2. Managing departmental resources. \_\_\_\_\_
3. Promoting effective teaching and curriculum development. \_\_\_\_\_
4. Mentoring, promoting scholarship, facilitating outside funding. \_\_\_\_\_
5. Advocating for the department in the university community. \_\_\_\_\_
6. Communicating college and university issues to the department. \_\_\_\_\_
7. Recruiting and retaining high quality faculty and support staff, promoting equity and diversity. \_\_\_\_\_
8. Establishing equitable workloads, evaluating faculty fairly. \_\_\_\_\_
9. Effectively delegating and involving faculty in departmental policy decisions. \_\_\_\_\_
10. Managing conflict. \_\_\_\_\_

**SUMMARY EVALUATION** \_\_\_\_\_

Comments:

**Department Chair's Self Evaluation**

1. Beginning with the goals you developed last fall, provide a summary of your accomplishments as department chairperson for the past academic year.
2. Summarize any areas in which you were unable to realize your goals and the reasons why.
3. Describe your goals for the coming year. Indicate any needed resources or developmental opportunities that the dean's office might provide to enable you to be more effective as chair.
4. Provide copies of your personal data form and your department T-R-S ratings.