

Chair Evaluation of _____ - Staff

Average Scoring note: Lower scores are ideal in this report. So a score of 1 is better than a score of 4.

Q1. How would you describe his/her leadership style? (Please comment)

Q2. Does the department chair understand the basic operations, processes, and procedures for the department, the college, and the institution?

Facilitates faculty/staff recruitment, development and evaluations; consults with faculty and staff in appropriate situations; distributes the following university guidelines, supports faculty/staff development.

Total Responses: _____
COUNT BY RESPONSE
Exceeds Expectations: _____
Meets Expectations: _____
Needs Improvement: _____
Unsatisfactory _____

Average Score: _____

Q3. Is the department chair fair and supportive?

Presents ideas/issues clearly; conducts effective meetings; listens to faculty/staff/student concerns; is approachable

Total Responses: _____
COUNT BY RESPONSE
Exceeds Expectations: _____
Meets Expectations: _____
Needs Improvement: _____
Unsatisfactory _____

Average Score: _____

4A. Is your department chair collaborative and collegial?

Plans and organizes work thoroughly/ sets and prioritizes department needs; supports faculty/student recruitment

Total Responses: _____
COUNT BY RESPONSE
Exceeds Expectations: _____
Meets Expectations: _____
Needs Improvement: _____
Unsatisfactory _____

Average Score: _____

4B. Does she/he delegate effectively?

Overall performance of department chair

Total Responses: _____
COUNT BY RESPONSE
Exceeds Expectations: _____
Meets Expectations: _____
Needs Improvement: _____
Unsatisfactory _____

Average Score: _____

5A. Does your chair make timely decisions?

Total Responses: _____
COUNT BY RESPONSE
Exceeds Expectations: _____
Meets Expectations: _____
Needs Improvement: _____
Unsatisfactory _____

Average Score: _____

5B. Does your chair value your input?

Total Responses: _____
COUNT BY RESPONSE
Exceeds Expectations: _____
Meets Expectations: _____
Needs Improvement: _____
Unsatisfactory _____

Average Score: _____

Chair Evaluation of _____ - Peer

Average Scoring note: Lower scores are ideal in this report. So a score of 1 is better than a score of 4.

Q1. Is _____ knowledgeable and supportive to the mission of the college?

Total Responses: _____
COUNT BY RESPONSE
Exceeds Expectations: _____
Meets Expectations: _____
Needs Improvement: _____
Unsatisfactory _____

Average Score: _____

Q2. Is he/she collegial in meetings?

Total Responses: _____
COUNT BY RESPONSE
Exceeds Expectations: _____
Meets Expectations: _____
Needs Improvement: _____
Unsatisfactory _____

Average Score: _____

Q3. While advancing the mission/interests of his/her department, is he/she also interested and supportive of other programs and chairs?

Total Responses: _____
COUNT BY RESPONSE
Exceeds Expectations: _____
Meets Expectations: _____
Needs Improvement: _____
Unsatisfactory _____

Average Score: _____

Q4. Is he/she an effective advocate for their department?

Total Responses: _____
COUNT BY RESPONSE
Exceeds Expectations: _____
Meets Expectations: _____
Needs Improvement: _____
Unsatisfactory _____

Average Score: _____

Q5. What is his/her greatest leadership asset? (please comment)

Q6. What recommendations would you have for future growth and improvement for this chair? (please comment)

Chair Evaluation of _____ - Faculty

Average Scoring note: Lower scores are ideal in this report. So a score of 1 is better than a score of 4.

Q1. Leadership.

Sets appropriate tone; is model for department; respects/encourages innovation and forward thinking; promotes teaching/research/scholarship/creativity/ service; is involved with college and university affairs

Total Responses: _____
COUNT BY RESPONSE
Exceeds Expectations: _____
Meets Expectations: _____
Needs Improvement: _____
Unsatisfactory _____

Average Score: _____

Q2. Personnel.

Facilitates faculty/staff recruitment, development and evaluations; consults with faculty and staff in appropriate situations; distributes the following university guidelines, supports faculty/staff development.

Total Responses: _____
COUNT BY RESPONSE
Exceeds Expectations: _____
Meets Expectations: _____
Needs Improvement: _____
Unsatisfactory _____

Average Score: _____

Q3. Communication.

Presents ideas/issues clearly; conducts effective meetings; listens to faculty/staff/student concerns; is approachable

Total Responses: _____
COUNT BY RESPONSE
Exceeds Expectations: _____
Meets Expectations: _____
Needs Improvement: _____
Unsatisfactory _____

Average Score: _____

Q4. Planning/Development

Plans and organizes work thoroughly/ sets and prioritizes department needs; supports faculty/student recruitment, teaching, curriculum development; handles department budget and resource allocations; makes timely decisions

Total Responses: _____
COUNT BY RESPONSE
Exceeds Expectations: _____
Meets Expectations: _____
Needs Improvement: _____
Unsatisfactory _____

Average Score: _____

5. Overall Evaluation

Overall performance of department chair

Total Responses: _____
COUNT BY RESPONSE
Exceeds Expectations: _____
Meets Expectations: _____
Needs Improvement: _____
Unsatisfactory _____

Average Score: _____

6. The current chair should be retained for another term of service (typically, 4 years)

Total Responses: _____
COUNT BY RESPONSE
Exceeds Expectations: _____
Meets Expectations: _____
Needs Improvement: _____
Unsatisfactory _____

Average Score: _____