

**DEPARTMENT CHAIRPERSON  
EVALUATION FORM**

**Chairperson Being Evaluated:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Please respond to the following questions (use additional paper as necessary).

**1. What are your chairperson's strengths?**

**2. What are your chairperson's weaknesses; how can improvements be made?**

3. **How well does your department chairperson carry out his/her responsibilities (you may wish to consult the attached list of department chair duties)? Please be specific, using examples.**

4. **Other comments:**

Faculty are reminded that current procedures provide an additional process whereby faculty can evaluate the department chairperson. By petition of more than 50% of the faculty of the department, they may call for a meeting with the dean to discuss concerns pertaining to the chairperson's leadership of the department.

### 6.5.3 THE DEPARTMENT CHAIRPERSON

Departments are integrally related to their colleges and to the total University and at the same time are separate units with viable and justifiable functions all their own. A given department must, therefore, be well organized to function properly within the full life of the academic community and within its own special commitment.

Each department must provide the setting in which competent persons are able to realize their professional capabilities and make their most creative contributions to their students, colleagues, and society. Members of the department should experience freedom, have the power to articulate goals, and accept accountability to themselves, to others, and to the scholarly discipline in which they work.

The department has an appointed chairperson with the general responsibility for guiding the department toward selected goals. It is the specific responsibility of the chairperson to:

- Participate in the development of University policies and be responsible for their communication and implementation at the department level.
- Communicate the needs of the department (personnel, space, fiscal) to the appropriate administrative units.
- Serve as an advocate for the department and represent the department in the university, the community, to appropriate external agencies, and at meetings of learned and professional societies.
- Prepare an annual report to the Chancellor in consultation with the faculty of the department.
- Provide leadership in the recruitment and appointment of faculty members.
- Arrange effective and equitable distribution of faculty responsibilities, including teaching duties and committee assignments within the department.
- Evaluate and counsel with all department faculty members concerning the performance of their duties.
- Encourage and support good teaching, scholarly activity, and professional development within the department.
- Initiate, in consultation with the Departmental Personnel Committee, recommendations for appointment, reappointment, promotion, tenure, and dismissal in accordance with the university and college policy.
- Endeavor to maintain faculty morale by reducing, resolving, or preventing conflicts.
- Make salary recommendations in accordance with university and college guidelines.

- Organize and coordinate the departmental faculty and staff in developing, implementing, and evaluating short and long-range departmental goals, objectives, standards and programs.
- Work with the faculty to develop standards, curricula, and procedures which provide adequate preparation of graduates for professional or further academic endeavor.
- Provide for appropriate advisement of students majoring in the department.
- Provide leadership in supporting equality of opportunity and the protections available to members of the university community under all applicable laws.
- Manage the departmental resources, including the budget, in accordance with college and university guidelines.
- Participate in planning capital improvements and maintenance of physical facilities.
- Endeavor to secure and maintain adequate supplies, materials, and equipment for the department.
- Supervise the departmental support staff.