

**COLLEGE OF THE SCIENCES
PERFORMANCE APPRAISAL: DEPARTMENT CHAIR/PROGRAM DIRECTOR**

Check One: Tenured/Tenure-Track Faculty Full-time Annual Faculty Staff

Name of Chair: _____ Department: _____ Date: _____

Submit to Dean’s office by campus mail or in person no later than May 11, 2018. Use the confidential envelope provided.

*Please note: The Chair will **NOT** see this form. Rather, the raw data from questions 1 – 27 will be tabulated and distributed to department faculty and staff. The anonymity of respondents will be protected. In a meeting between the Chair and Dean, the Dean will summarize the information collected. Information received will be used for chair evaluation and during the Post-Tenure Review process.*

Per Section 7.1.4.3 of the COTS Policy Manual: A necessary condition for “chair merit” is at least a 66% response rate from eligible voters (as defined in Appendix B of the manual). A mean score of 3.5 or above on at least 20 of the analyzed variables is also necessary. Any mean score less than 1.5 on any item will disqualify one from merit consideration.

Instructions: Please indicate your perception of how effectively the Chair performed in his or her position during the last year in accordance with the following scale:

- 4: Outstanding**
- 3: Very Good**
- 2: Satisfactory**
- 1: Less than satisfactory**
- 0: Unacceptable**
- N/A: Not applicable; no basis for judgment**

	OU	VG	SA	BA	UN	N/A
1. Has a positive attitude toward people.	4	3	2	1	0	N/A
2. Expeditiously handles routine matters	4	3	2	1	0	N/A
3. Is receptive to new ideas.	4	3	2	1	0	N/A
4. Demonstrates the vision to see possibilities for constructive change.	4	3	2	1	0	N/A
5. Is organized and able to implement and follow through on initiatives.	4	3	2	1	0	N/A
6. Is resourceful in dealing with problems.	4	3	2	1	0	N/A
7. Makes effective use of available resources.	4	3	2	1	0	N/A
8. Handles student issues judiciously.	4	3	2	1	0	N/A

9. Regularly solicits and takes into account faculty input regarding department issues.	4	3	2	1	0	N/A
10. Delegates/shares responsibility for decision-making in appropriate way.	4	3	2	1	0	N/A
11. Communicates clearly and openly.	4	3	2	1	0	N/A
12. Facilitates scholarly activity and professional growth of colleagues.	4	3	2	1	0	N/A
13. Facilitates mentorship for faculty.	4	3	2	1	0	N/A
14. Fosters excellence in instruction.	4	3	2	1	0	N/A
15. Manages course schedules effectively.	4	3	2	1	0	N/A
16. Manages faculty workload process effectively.	4	3	2	1	0	N/A
17. Keeps faculty well informed on current issues.	4	3	2	1	0	N/A
18. Accepts responsibility for his/her actions.	4	3	2	1	0	N/A
19. Facilitates responsible office management.	4	3	2	1	0	N/A
20. Works to promote a high level of morale.	4	3	2	1	0	N/A
21. Handles sensitive matters discreetly and effectively.	4	3	2	1	0	N/A
22. Sees beyond the department to the larger picture.	4	3	2	1	0	N/A
23. Meets deadlines.	4	3	2	1	0	N/A
24. Is open to constructive criticism.	4	3	2	1	0	N/A
25. Strives to articulate administrative perspectives fairly to department.	4	3	2	1	0	N/A
26. Is accessible and available.	4	3	2	1	0	N/A
27. Is fair and consistent	4	3	2	1	0	N/A
28. How would you rate this person's overall performance in the position during the past year?	4	3	2	1	0	N/A

Please comment on the performance of your department chair in carrying out these functions:

1. Department Operations

2. Interpersonal Skills

3. Leadership Skills

4. As a summary, what do you consider to be your department chair's three greatest strengths and three greatest challenges?