

# Evaluative Survey: Department Chair

(Return in an envelope marked "confidential" to the Office of the Provost, ATTN: Jonathan Glenn, by March 15)

Department: \_\_\_\_\_ Semester, year: Spring 20XX

DO NOT sign your name on this form. Its contents will be shared with your chair, but she/he will not see the actual document. Some room for comments is provided in each section of the survey; if more space is required, feel free to add comments on a separate sheet of paper. Please return only original forms, as indicated by the blue notation in the page footer (we need to be able to count how many are distributed and how many are returned).

Please indicate your role in the department by checking one of the following:

- Full-time faculty
- Part-time faculty
- Other personnel
- Prefer not to identify

**INSTRUCTIONS:** Circle the number which best corresponds with your chair's performance regarding the trait described. Comments may be placed in the space provided after each survey section. Some items may not be applicable to the responsibilities of some evaluators; in such cases, please circle NA.

- 5 = excellent
- 4 = good
- 3 = average
- 2 = below average
- 1 = unacceptable
- NA = not applicable/insufficient data

## Leadership

1. involves faculty in the determination of goals and methods of operation .....5 ..... 4..... 3 .....2 ..... 1 .....NA
2. effectively selects personnel (the right person for the right job).....5 ..... 4..... 3 .....2 ..... 1 .....NA
3. provides leadership in curriculum development .....5 ..... 4..... 3 .....2 ..... 1 .....NA
4. establishes clear priorities .....5 ..... 4..... 3 .....2 ..... 1 .....NA
5. is aware of national issues and trends .....5 ..... 4..... 3 .....2 ..... 1 .....NA
6. demonstrates knowledge of all programs and subdisciplines in department .....5 ..... 4..... 3 .....2 ..... 1 .....NA
7. performs effectively and professionally under pressure .....5 ..... 4..... 3 .....2 ..... 1 .....NA
8. effectively manages conflict and provides leadership in problem resolution .....5 ..... 4..... 3 .....2 ..... 1 .....NA

Comments

## Administration

9. conducts well organized and meaningful meetings .....5 ..... 4..... 3 .....2 ..... 1 .....NA
10. exhibits good time management skills (meets deadlines, responds promptly) ....5 ..... 4..... 3 .....2 ..... 1 .....NA

Sample - Do Not Submit

- 11. delegates authority as appropriate ..... 5 ..... 4 ..... 3 ..... 2 ..... 1 ..... NA
- 12. follows proper procedures in personnel management..... 5 ..... 4 ..... 3 ..... 2 ..... 1 ..... NA

Comments

**Fairness and Ethics**

- 13. values differences and diversity in people ..... 5 ..... 4 ..... 3 ..... 2 ..... 1 ..... NA
- 14. treats colleagues and students in an ethical and professional manner..... 5 ..... 4 ..... 3 ..... 2 ..... 1 ..... NA

Comments

**Communication**

- 15. maintains good interpersonal relationships with other administrators..... 5 ..... 4 ..... 3 ..... 2 ..... 1 ..... NA
- 16. communicates in a tactful and skilled manner ..... 5 ..... 4 ..... 3 ..... 2 ..... 1 ..... NA
- 17. keeps the department well-informed (downward flow of information) ..... 5 ..... 4 ..... 3 ..... 2 ..... 1 ..... NA
- 18. consults with the department in decision-making ..... 5 ..... 4 ..... 3 ..... 2 ..... 1 ..... NA
- 19. is available/accessible to faculty and students ..... 5 ..... 4 ..... 3 ..... 2 ..... 1 ..... NA

Comments

**Program Development**

- 20. effectively advocates for resources to achieve departmental goals..... 5 ..... 4 ..... 3 ..... 2 ..... 1 ..... NA
- 21. develops long-range plans..... 5 ..... 4 ..... 3 ..... 2 ..... 1 ..... NA

Comments

**Support and Evaluation**

- 22. encourages and assists in the professional development of personnel..... 5 ..... 4 ..... 3 ..... 2 ..... 1 ..... NA
- 23. fairly and regularly evaluates performance..... 5 ..... 4 ..... 3 ..... 2 ..... 1 ..... NA
- 24. supports efforts to improve teaching..... 5 ..... 4 ..... 3 ..... 2 ..... 1 ..... NA

Sample - Do Not Submit

- 25. supports efforts to improve scholarship .....5 ..... 4..... 3 .....2 ..... 1 .....NA
- 26. supports efforts to improve service .....5 ..... 4..... 3 .....2 ..... 1 .....NA

Comments

**Areas Specific to the Department** (maximum of five items)

- 27. NO ITEM .....5 ..... 4..... 3 .....2 ..... 1 .....NA
- 28. NO ITEM .....5 ..... 4..... 3 .....2 ..... 1 .....NA
- 29. NO ITEM .....5 ..... 4..... 3 .....2 ..... 1 .....NA
- 30. NO ITEM .....5 ..... 4..... 3 .....2 ..... 1 .....NA
- 31. NO ITEM .....5 ..... 4..... 3 .....2 ..... 1 .....NA

Comments

**General Questions**

32. What are the department chair's greatest strengths?

[Empty text box for question 32]

33. In what areas would you like to see the chair improve?

[Empty text box for question 33]

Sample - Do Not Submit