



Jaimie L. Hebert

Sam Houston State University

A Member of The Texas State University System

OFFICE OF THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

March 28, 2016

TO: Sr. Faculty Member
College
Department

FM: Jaimie L. Hebert *JLH*
Provost and Vice President for Academic Affairs

RE: Department/School Chair Review

It is now time to conduct the annual evaluation of our academic administrators. As the senior tenured faculty member in your department, you perform a critical function in this evaluation procedure. I request your assistance in the following manner:

- Distribute one of the attached performance evaluation instruments to each faculty member, including interim faculty in your department.
- Request that the form be completed as an evaluation of the administrative performance of your chair:
- Encourage maximum participation and emphasize the professional importance of this activity.
- Request that the completed forms be returned directly to your Dean no later than **Friday, April 29th**.

The evaluation procedure stipulates that these evaluations, along with additional information, shall serve as the basis for evaluation discussions.

Your assistance with this matter will be greatly appreciated.

JLH:jas
cc: Dean

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Subject:

Chair Evaluations

From: Schwab, Julie**Sent:** Monday, March 27, 2017 2:03 PM**To:** Muehsam, Mitchell <eco_mjm@shsu.edu>; Edmonson, Stacey <edu_sle01@shsu.edu>; Lyons Jr, Phillip <icc_pml@shsu.edu>; Shields, Ronald <rshield@shsu.edu>; Zink, Abbey <alz007@SHSU.EDU>; Callaway, Rhonda <rlc005@shsu.edu>; Pascarella, John <jbp014@SHSU.EDU>; Henley JR, Charles <ceh071@SHSU.EDU>**Cc:** Buchanan, Gloria <gbuchanan@shsu.edu>; Grimes, Kristina <kag067@SHSU.EDU>; Hirsch, Sherry <edu_slh@shsu.edu>; Clower, Randi <elc_rxc@shsu.edu>; Mc Call, Debra <dmccall@shsu.edu>; Burris, Amanda <alh001@shsu.edu>; Gray, Weslie <wgray@shsu.edu>; Briones, Deanna <dmb007@shsu.edu>; McNeely, Brenda <brb001@shsu.edu>; Childress, Kimberly <kimchildress@shsu.edu>; Burgess, Angie <mth_adm@shsu.edu>; Koehn, Christina <clk024@SHSU.EDU>**Subject:** Chair Evaluations

Deans,

At our last CAD meeting we discussed that your office will handle the chair evaluations from now on. This is not to create more work on your office, but it makes sense this come from your office since our office never sees the final evaluation and we do not want to set deadlines for your office – this should come from you.

In CAD it was also discussed that you would chose whichever form of evaluation you felt fit your college the best (written, online, survey etc) – we do not want to restrict how you evaluate your chairs – just remember per policy it must be done.

You requested I send you what has come from our office in the past.

If you have any questions please feel free to contact me.

Thank you,

Julie Schwab

Office of Academic Affairs

Sam Houston State University

Direct: 936.294.1001

schwab@shsu.edu www.shsu.edu**Go Kats!!!**

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