

CHAIR PERFORMANCE EVALUATION

Name of Administrator Being Evaluated: _____

Please evaluate the chair's performance for each item below by writing **ONE** number in the appropriate box according to the scale: X=No Opinion; NA=Not Applicable; 1=Poor; 2=Fair; 3=Average; 4=Good; 5=Outstanding. Keep in mind that you are evaluating his/her administrative skills and not teaching abilities. Below each section is a space for your comments. In your comments please be specific. Comments may be continued on the back of this form if additional space is needed.

I. SUPPORT OF FACULTY ACTIVITIES

- ☐ 1. Teaching (e.g., scheduling duty assignments, textbook decisions)
- ☐ 2. Scholarships (e.g., encouraging research, publications, paper presentations)
- ☐ 3. Faculty development (e.g., promoting of developmental leaves, seminars, study programs)
- ☐ 4. Advocacy (e.g., representing the faculty to the administration)

COMMENTS:

II. SUPPORT OF STUDENT ACTIVITIES

- ☐ 1. Academic/career counseling of majors and minors
- ☐ 2. Involvement of students in professional activities (e.g., clubs, seminars)
- ☐ 3. Recruitment (e.g., communicating with alumni and prospective students)

COMMENTS:

III. DEPARTMENTAL DEVELOPMENT

- ☐ 1. Curriculum (e.g., conducting periodic review)
- ☐ 2. Involvement of faculty (e.g., keeping the faculty informed, seeking faculty advice and reaction in unit matters)
- ☐ 3. Actively responding to faculty concerns
- ☐ 4. Evaluation (e.g., fair evaluation of faculty and staff)

COMMENTS:

IV. PROCUREMENT AND MANAGEMENT

- ☐ 1. Development and management of facilities, supplies, equipment, and other resources
- ☐ 2. Management of secretarial and student worker services
- ☐ 3. Recruitment (e.g., filling faculty and staff vacancies)
- ☐ 4. Affirmative action (e.g., actively recruiting minority faculty, staff, and students)

COMMENTS:

V. ADMINISTRATIVE ATTRIBUTES

- ☐ 1. Standards (e.g., practicing and promoting high academic and ethical standards)
- ☐ 2. Vision (e.g., anticipating and preparing for unit's future needs)
- ☐ 3. Concern (e.g., recognizing and providing for individual needs of faculty and staff)

COMMENTS:

VI. ☐ OVERALL EVALUATION AS ADMINISTRATOR

COMMENTS:

PLEASE DO NOT SIGN FORM