

Department Chair Evaluation Questionnaire

Please rank your Chair with respect to each of the statements listed below. Indicate what you think the present Chair's ability is.; DK = don't know.

	The Chair's ability on the job				
	DK	1	2	3	4
Communication and Representation					
1. The Chair effectively advocates the position of the Department to the higher administration.	DK	1	2	3	4
2. The Chair communicates effectively with departmental committees.	DK	1	2	3	4
3. The Chair effectively communicates the mission/goals/plan of our Department to faculty and staff.	DK	1	2	3	4
4. The Chair effectively represents the Department to our students.	DK	1	2	3	4
5. The Chair effectively represents the Department to our alumni.	DK	1	2	3	4
6. The Chair effectively represents the Department to industry.	DK	1	2	3	4
7. The Chair clearly communicates the Department's finances to faculty and staff.	DK	1	2	3	4
8. The Chair communicates effectively with me.	DK	1	2	3	4
9. The Chair is in touch with the students' opinions of the curriculum and the department.	DK	1	2	3	4
Departmental Management					
10. The Chair respects the decisions/recommendations of departmental committees.	DK	1	2	3	4
11. The Chair effectively manages (or delegates management of) the departmental support staff and routine business.	DK	1	2	3	4
12. The Chair allocates department human resources effectively.	DK	1	2	3	4
13. The Chair allocates department financial resources effectively.	DK	1	2	3	4
14. The Chair fairly distributes faculty teaching loads.	DK	1	2	3	4
15. The Chair has effectively responded to faculty and staff concerns and criticisms.	DK	1	2	3	4
16. The Chair demonstrates integrity, selflessness, and responsibility in department management as it relates to resource allocation and judgment in salary adjustments.	DK	1	2	3	4
Work Environment					
17. The Chair works to foster the professional development of staff.	DK	1	2	3	4
18. The Chair fosters the professional development of untenured faculty.	DK	1	2	3	4
19. The Chair fosters the professional development of tenured faculty.	DK	1	2	3	4
20. The Chair works to foster a culture of safety in the workplace, class room, and laboratories.	DK	1	2	3	4
21. The Chair works to create a workplace where all employees are valued and appreciated.	DK	1	2	3	4
22. The Chair treats me with respect and values my contribution to the department.	DK	1	2	3	4

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23. The Chair has led the development of a clear and reasonable strategic plan.	DK	1	2	3	4
24. The Chair has led the effective implementation of our strategic plan.	DK	1	2	3	4
25. During the tenure of this Chair, steady progress has been made by the Department toward the achievement of our educational goals.	DK	1	2	3	4
26. During the tenure of this Chair, steady progress has been made by the Department toward the achievement of our research goals.	DK	1	2	3	4
27. The Chair effectively leads the management of the Department's finances to achieve our strategic plan.	DK	1	2	3	4
28. During the tenure of this Chair, steady progress has been made by the Department toward the development of external resources.	DK	1	2	3	4
29. The Chair has effectively developed and led fundraising campaigns in support of our strategic plan.	DK	1	2	3	4
30. RATE THE OVERALL PERFORMANCE OF THE CHAIR	DK	1	2	3	4

Please comment on the specific questions listed below and add any additional comments you feel are necessary.

The first box is for comments that will be seen by the entire department including the chair being reviewed and the dean.

The second box is for comments that only the chair review committee and the dean will see.

For each box, you must specify if you wish your comments to be reproduced verbatim in the committee's chair evaluation report. Otherwise, they will be summarized by the review committee in their report

1. Comments that the entire department including the chair will see:

1a) I wish to have these comments reproduced verbatim in the committee's report (Yes or No)

1b) What are the strengths of this chair?

1c) In what areas do you think the chair can improve?

1d) What actions could he take to implement these improvements?

1e) OTHER: Any other comments you wish to share.

2.) Comments only the dean and members of the review committee will see:

2a) I wish to have these comments reproduced verbatim in the committee's report (Yes or No)

2b) What are the strengths of this chair?

2c) In what areas do you think the chair can improve?

2d) What actions could he take to implement these improvements?

2e) OTHER: Any other comments you wish to share.