

To: The ME-EM Voting Constituency (Tenured and Tenure-Track Faculty)
From: Chair Evaluation Committee
T. Haut Donahue, Chair (SM) K. Bess (Staff)
J. Allen (ETF) J. Beard (DDS)
W. Endres (M/I) W. Wiittanen (Dean's appointee)
Regarding: ME-EM Chair Evaluation Process
Date: January 21, 2011

The attached Ballot represents the first step in the Chair Evaluation. We have tried to keep everything very similar to the last time we went through this mandatory process in 2008. This first step involves approval of the evaluation participants, the procedure and approval of the questionnaire to be used in the procedure.

EVALUATION PROCESS

Evaluation participants include faculty (tenured, tenure-track, lecturers, professors of practice) and staff. Evaluation results will be compiled while keeping staff results separate from faculty results.

Steps:

1. Evaluation summary from the 2008 will be posted and available for all faculty and staff to review.
2. The College of Engineering Dean, in the absence of current Dept Chair, will make a presentation to the faculty and staff regarding
 - a. His expectations of the chair
 - b. His comments regarding evaluation
 - c. Answer questions regarding evaluation
3. Chair Predebon will make a presentation to faculty and staff regarding
 - a. His performance as chair
 - b. His response to the last evaluation
 - c. Plans if he is reappointed
(note: you will have the option to post questions ahead of time anonymously, or ask directly at meeting)
 - d. An electronic forum will be available to post questions to which the chair can respond.
4. Approved evaluation questionnaire will be distributed immediately following Chair's presentation.
5. Quantitative and qualitative results will be compiled and presented to faculty and staff, without the Department Chair present.

6. A reappointment recommendation ballot will be distributed to the voting constituency, and results made known to faculty and staff.
7. The Chair evaluation committee will provide a brief report to the ME---EM executive committee, which in turn will communicate to the Dean. The report will summarize the evaluation results and provide, on behalf of the faculty and staff, a recommendation for or against reappointment.

BALLOT INSTRUCTIONS

As it did last time, the Voting Constituency for the evaluation process will include all tenured and tenure-track faculty as required. In addition, last time the constituency elected to include the non-tenure-track (lecturers and visiting faculty) and staff in the evaluation process. Thus, we have again included these groups as evaluation participants.

This ballot is only for approval of the evaluation participants, process and questionnaire, not for chair reappointment recommendation; you need not fill out the questionnaire at this point. To facilitate the anonymous counting of ballots, you are asked to put your ballot into a plain envelope and then put that envelope into a signed envelope. Your signature will only be used to determine if it is a legal ballot and will then be separated from the ballot. **Your ballot must be returned in the attached envelopes, with the outer envelope sealed and signed across the back, by 5 pm, Wednesday, January 26, 2011 to Karen Bess.**

Department Chair Evaluation Questionnaire

Please rank your Chair with respect to each of the statements listed below. First indicate how important you think it is for a chair to demonstrate the ability indicated, and then indicate what you think the present Chair's ability is. NA = not applicable, i.e., does not directly affect you; DK = don't know.

	Importance to you					The Chair's ability on the job				
	Not				Very	Poor				Excellent
Communication and Representation										
1. The Chair effectively advocates the position of the Department to the higher administration.	NA	1	2	3	4	DK	1	2	3	4
2. The Chair communicates effectively with departmental committees.	NA	1	2	3	4	DK	1	2	3	4
3. The Chair effectively communicates the mission/goals/plan of our Department to faculty and staff.	NA	1	2	3	4	DK	1	2	3	4
4. The Chair effectively represents the Department to our students.	NA	1	2	3	4	DK	1	2	3	4
5. The Chair effectively represents the Department to our alumni.	NA	1	2	3	4	DK	1	2	3	4
6. The Chair effectively represents the Department to industry.	NA	1	2	3	4	DK	1	2	3	4
7. The Chair clearly communicates the Department's finances to faculty and staff.	NA	1	2	3	4	DK	1	2	3	4
8. The Chair communicates effectively with me.	NA	1	2	3	4	DK	1	2	3	4
Departmental Management										
9. The Chair effectively delegates responsibilities to the Associate Chairs.										
10. The Chair respects the decisions/recommendations of departmental committees.	NA	1	2	3	4	DK	1	2	3	4
	NA	1	2	3	4	DK	1	2	3	4
11. The Chair effectively manages (or delegates management of) the departmental support staff and routine business.	NA	1	2	3	4	DK	1	2	3	4
12. The Chair allocates department human resources effectively.	NA	1	2	3	4	DK	1	2	3	4
13. The Chair allocates department financial resources effectively.	NA	1	2	3	4	DK	1	2	3	4
14. The Chair makes in-class teaching assignment decisions in a satisfactory manner.	NA	1	2	3	4	DK	1	2	3	4
15. The Chair has effectively responded to faculty and staff concerns and criticisms.	NA	1	2	3	4	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.	NA	1	2	3	4	DK	1	2	3	4
Work Environment										
17. The Chair works to foster the professional development of staff.										
18. The Chair fosters the professional development of untenured faculty.	NA	1	2	3	4	DK	1	2	3	4
	NA	1	2	3	4	DK	1	2	3	4
19. The Chair fosters the professional development of tenured faculty.	NA	1	2	3	4	DK	1	2	3	4
20. The Chair fosters the professional development of lectures.	NA	1	2	3	4	DK	1	2	3	4
21. The Chair works to create a workplace where all employees are valued and appreciated.	NA	1	2	3	4	DK	1	2	3	4
22. The Chair works to create a collegial workplace.	NA	1	2	3	4	DK	1	2	3	4
23. The Chair treats me with respect and values my contribution to the department.	NA	1	2	3	4	DK	1	2	3	4

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Department Chair Evaluation Questionnaire

Leadership											
24. The Chair has led the development of a clear and reasonable strategic plan.	NA	1	2	3	4	DK	1	2	3	4	
25. The Chair has led the effective implementation of our strategic plan.	NA	1	2	3	4	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 undergraduate educational goals.	NA	1	2	3	4	DK	1	2	3	4	
27. During the tenure of this Chair, steady progress has been made by the Department toward the achievement of our graduate educational goals.	NA	1	2	3	4	DK	1	2	3	4	
28. During the tenure of this Chair, steady progress has been made by the Department toward the achievement of our research goals.	NA	1	2	3	4	DK	1	2	3	4	
29. The Chair effectively leads the management of the Department's finances to achieve our strategic plan.	NA	1	2	3	4	DK	1	2	3	4	
30. During the tenure of this Chair, steady progress has been made by the Department toward the development of external resources.	NA	1	2	3	4	DK	1	2	3	4	
31. The Chair has effectively developed and led fundraising campaigns in support of our strategic plan.	NA	1	2	3	4	DK	1	2	3	4	
32. The Chair has led the Department as I would expect a Chair to lead.	NA	1	2	3	4	DK	1	2	3	4	
Rate the overall performance of the Chair								1	2	3	4

Please comment on the specific questions listed below and add any additional comments you feel are necessary (use an additional sheet of paper if needed or if you prefer to type your comments).

1. What are the strengths of this Chair?

2. In what areas do you feel the current Chair needs to improve? What actions could he take to implement these improvements?

3. Other comments:

Ballot

I approve the evaluation participants, process and attached questionnaire (please select one of the two choices)

Yes

No

In the event that the process and questionnaire are not approved in this vote, I would like to see the following changes made (attach a separate sheet if necessary or if you want to type your response):