



Department Chair Evaluation Form by Dean

Faculty Name: _____ ID Number: _____

Department: _____

College/School: _____

Rank: _____ Tenure: Yes _____ No _____

Date Began Service: _____

Today's Date: _____

DEPARTMENT CHAIR EVALUATION SCORING SHEET

CATEGORY I: ADMINISTRATIVE SKILLS

<p>Instructions: For the items below rate the department chair from 0 to 4 according to the Item Rating Scale given to the right. <u>All items in the Administrative Skills Category must be evaluated.</u> Please write these averages in the “Averages Column” for each respective teaching role.</p> <p>The extent to which the department chair demonstrates the following skills:</p>	<p><u>Item Ratings</u></p> <p>Exemplary = 4</p> <p>Professional = 3</p> <p>Satisfactory Performance = 2</p> <p>Improvement Required = 1</p> <p>Unsatisfactory = 0</p>	<p><u>Averages Column</u></p>
<p>1. Demonstrates leadership by initiating, overseeing, and/or bringing to fruition actions or projects that benefit the University.</p>		
<p>2. Demonstrates knowledge of the University's inner workings, following or improving its procedures.</p>		
<p>3. Motivates others by serving as a model of industriousness, responsibility, and commitment to students.</p>		
<p>4. Motivates others by and rewarding their positive contributions to the University.</p>		
<p>5. Demonstrates integrity in all aspects of work, following through on promises and commitments whenever feasible and explaining problems or when necessary.</p>		
<p>6. Meets school, university, state or other pertinent deadlines with work that is accurate and correct.</p>		
<p>7. Interacts responsibly and well with supervisor(s), staff, co-workers and students, demonstrating patience and good will always, and resorting to disciplinary actions as necessary.</p>		
<p>8. Budgets own time and University monies responsibility and well, delegating responsibilities as necessary.</p>		
<p>9. Produces oral and/or written reports that reflect competency in communication.</p>		
<p>10. Plans ahead, demonstrating thorough knowledge of the University's long-range goals and mission.</p>		
<p>Administrative Skills Rating</p>		

DEPARTMENT CHAIR EVALUATION SCORING SHEET

CATEGORY II: TEACHING

<p>Instructions: For the items below rate the department chair from 0 to 4 according to the Item Rating Scale given to the right. <u>All items in the Teaching Category must be evaluated.</u> For each of the teaching roles A, B and C, an average will automatically be computed by the Chair Evaluation Spreadsheet. Please write these averages in the “Averages Column” for each respective teaching role.</p>	<p><u>Item Ratings</u></p> <p>Exemplary = 4</p> <p>Professional = 3</p> <p>Satisfactory Performance = 2</p> <p>Improvement Required = 1</p> <p>Unsatisfactory = 0</p>	<p><u>Averages Column</u></p>
<p>A. Instructional Design The extent to which the department chair:</p>		
1. Has syllabi which follow University Guidelines.		
2. Creates assignments, projects, and/or exams related to the outcome(s) identified for the course.		
3. Designs instructional activities clearly related to the outcome(s) identified for the course.		
4. Identifies course materials, including textbook, which are clearly related to course outcome(s).		
5. Employs instructional materials appropriate for the target student population.		
6. Uses “up-to-date” course materials.		
7. Prepares assignments, handouts, exams, and activities to promote student interest and enhance learning.		
<p>Instructional Design Rating</p>		
<p>B. Content Expertise The extent to which the department chair:</p>		
1. Demonstrates knowledge of discipline.		
2. Demonstrates competence with course content that is relevant and thorough.		
3. Uses instructional technology which is clearly related to the outcome(s) identified for the course.		
4. Uses instructional technology to promote mastery of concept(s) or content of the course.		
<p>Content Expertise Rating</p>		
<p>C. Course Management The extent to which the department chair:</p>		
1. Submits required reports and documents as directed.		
2. Is available to students outside class.		
<p>Course Management Rating</p>		

DEPARTMENT CHAIR EVALUATION SCORING SHEET

CATEGORY III: RESEARCH—SCHOLARLY ACTIVITY AND GRANTSMANSHIP

<p>Instructions: Some of the items below are required by the department, while others are selected by the department chair for evaluation. In the second column, mark required items with an “R” and mark selected items with an “S.” Items not so marked must not be evaluated. For the marked items below rate the department chair from 0 to 4 according to the Item Rating Scale given to the right. For the Research Category an average will automatically be computed by the Chair Evaluation Spreadsheet. Please write this average in the “Averages Column” at the bottom of the page for the “Scholarly Activity Rating.”</p>	Items to be Evaluated (R=Required, S=Selected)	<p>Item Ratings</p> <p>Exemplary = 4</p> <p>Professional = 3</p> <p>Satisfactory Performance = 2</p> <p>Improvement Required = 1</p> <p>Unsatisfactory = 0</p>	<u>Averages</u> <u>Column</u>
1. Publishes papers in journals and conference proceedings within teaching field or area of specialization.			Averages
2. Writes books or chapters in books in teaching field or area of specialization.			
3. Presents papers in the teaching or related field for delivery at professional meetings.			
4. Devises, produces, or performs creative works related to one’s teaching or allied field.			
5. Designs, constructs, or produces technical applications or policy reports related to one’s teaching or allied field.			
6. Submits through University channels a grant proposal.			
7. Acquires funding for grants.			
8. Lends significant assistance to the author of a funded grant.			
9. Receives renewal of grants at the expected level.			
10. Serves as a paid consultant in one’s specialized area.			
11. Supervises research projects.			
12. Reviews manuscripts, books, journals and articles.			
13. Receives awards or recognition in one’s area of expertise.			
Scholarly Activity Rating			

DEPARTMENT CHAIR EVALUATION SCORING SHEET

CATEGORY IV: SERVICE AND PROFESSIONAL DEVELOPMENT

<p>Instructions: Some of the items below are required by the department, while others are selected by the department chair for evaluation. In the second column, mark required items with an “R” and mark selected items with an “S.” Items not so marked must not be evaluated. For the marked items below rate the department chair from 0 to 4 according to the Item Rating Scale given to the right. For the Service and Professional Development Category an average will automatically be computed by the Chair Evaluation Spreadsheet. Please write this average in the “Averages Column” at the bottom of the page for the “Service and Professional Development Rating.”</p>	Items to be Evaluated (R=Required, S=Selected)	<p>Item Ratings</p> <p>Exemplary = 4</p> <p>Professional = 3</p> <p>Satisfactory</p> <p>Performance = 2</p> <p>Improvement</p> <p>Required = 1</p> <p>Unsatisfactory = 0</p>	<u>Averages</u> <u>Column</u>
<p>A. Professional Development is defined as activities directed toward keeping abreast of events in one’s recognized area of expertise and in acquiring additional knowledge and skills designed to improve one’s teaching effectiveness and scholarly activities. Professional Service* is defined as contributions of faculty members, within their recognized area of expertise, to professional organizations, services, and events at either the local, state, national, or international level, without pay.</p> <p>For evaluation purposes, academic departments and colleges/schools should consider the following activities:</p>			
1. Participates in meetings, symposia, seminars, or colloquia and attends enhancement courses on or off campus.			
2. Studies towards a higher degree or acquires additional training.			
3. Receives fellowships related specifically to professional field.			
4. Assists in organizing meetings, symposia, seminars, or colloquia.			
5. Holds membership in professional organizations.			
6. Holds leadership position(s) in professional organizations.			
7. Reviews grant proposals.			
8. Renders professional assistance (in one’s area of expertise) to educational or other agencies.			
9. Receives professional recognition through awards and honors.			

B. University Service is defined as faculty work other than teaching and research that contributes to the mission and goals of the university.

For evaluation purposes, the following premises should guide academic departments and colleges/schools:

10. Participates in departmental committees.		
11. Participates in college/school committees.		
12. Participates in university-wide committees.		
13. Submits concept papers or proposals for student, faculty, and curriculum enhancement.		
14. Assists with university-sponsored activities.		
15. Cooperates with colleagues and supervisors.		
16. Attends required meetings associated with one's department.		
17. Attends required meetings associated with one's college/school.		
18. Attends required meetings associated with the University.		
19. Procures resources for the University.		
20. Participates in student recruitment activities.		
21. Advises student organization(s) or mentors students or group(s) of students to enhance the quality of campus life.		
22. Provides or plans lectures or workshops.		
23. Receives awards or honors.		

*Within the category of **Service and Professional Development**, honoraria will not be considered as payment for services.

Service and Professional Development Rating

**DEPARTMENT CHAIR
COMPOSITE ROLE RATINGS (CRR)**

Faculty Name: _____ ID Number: _____

Category	Ratings (CRR)
I. Administrative Skills	
II. Teaching	
A. Instructional Design	
B. Content Expertise	
C. Course Management	
III. Research—Scholarly Activity and Grantsmanship	
IV. Service and Professional Development	

Department Chair Evaluation

Signature below acknowledges that the Department Chair Evaluation Instrument has been completed as of the date indicated.

College/School Dean's Name

Signature (College/School Dean)

Date