

## **DEPARTMENT CHAIR ADMINISTRATIVE EFFECTIVENESS APPRAISAL**

**Name of Administrator:**

**Period of Evaluation:**

### **Major Responsibility of the Department Chair** (from University Policy E-10A)

The primary responsibility of the chair is to establish and maintain a departmental climate conducive to the pursuit of knowledge. The chair should provide leadership and direction to the department. The chair should serve as the chief representative of the department both within and without the University and effectively communicate to the faculty and students those policies and events which affect departmental policies and procedures.

The decisions of the chair should be made and implemented in the context of collegiality and regular communication with the departmental faculty. Such communication includes both institutional forms and informal consultations seeking the counsel and advice of the faculty on matters which affect academic programs or the professional interests of the faculty and the department.

More specifically, the administrative responsibilities of a department chair include, but are not limited to, the following:

1. provide leadership in the establishment and maintenance of a visionary direction and standards for the academic unit, consistent with the College and University missions;
2. serve as an advocate for the department, college, and university;
3. assure program quality through evaluation, modification and development of programs and curriculum;
4. respond to the needs, responsibilities and requirements of students, faculty, administration, the public and other constituencies - e.g., develop and implement an effective student advising system; encourage the professional growth and recognition of faculty and staff; prepare catalog materials, schedules of classes, and teaching and collateral assignments of department faculty/staff; support and encourage faculty involvement in university and community activities;
5. manage fiscal resources - prepare and administer the department budget; maintain effective and efficient department office procedures; where appropriate, coordinate fundraising activities with the College and University;
6. manage and allocate physical resources;
7. establish/maintain and communicate effective personnel procedures and processes - recruitment and hiring procedures, evaluation of department members for retention/termination, tenure, promotion, and merit raises; develop a climate and allocate available resources that promote faculty development; and
8. Promote the academic unit as a representative to external organizations/activities.

Name of Administrator:

Period of Evaluation:

Please evaluate Dr. Finkenberg on the following criteria (A-F). Each subset may be used to stimulate objective assessment of the Chair's effectiveness during the past three years. *This list is not intended to be inclusive; some items may not be applicable to your Chair; there may be additional items that you may wish to consider.*

**Check one of the following:** (tenure to tenure track)  
(adjunct, visiting, VME and emeritus faculty)

Use the following scale to summarize your assessment in each major category, with 5 being the maximum rating and NA indicating no opportunity to observe.

- 5 - Outstanding
- 4 - Highly Effective
- 3 - Effective
- 2 - Marginally Effective
- 1 - Ineffective
- NA - Not applicable / No opportunity to observe

#### EVALUATION CRITERIA

**A. Departmental Leadership and Direction** N/A

- Provides leadership at the department, college and university levels
- Keeps faculty informed of department decisions and involves faculty in departmental planning
- Recruits quality faculty and staff
- Interacts with you in a fair and impartial manner
- Makes departmental committee assignments in a fair and reasonable manner
- Promotes collegiality in the department
- Manages departmental resources effectively

**Statement supporting your assessment:** \_\_\_\_\_

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**B. Chief Representative of the Department** 5 4 3 2 1 NA

- Fosters good public relations
- Keeps abreast of new developments in higher education
- Serves as a role model in one or more of the following areas:  
Teaching, research, service or creative activity

**Statement supporting your assessment:** \_\_\_\_\_

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**G. This Department Chair should be retained in this position.**

Yes       No

**H. Final Comments:** \_\_\_\_\_

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