

## **Evaluation of Department Chairs**

### Self-report

Chairs will submit a self-report to the Provost reflecting on all of the items listed in the "Faculty Guidelines for Self-reports". In addition, please reflect on your role and duties as department chair. Attached is a paper from the American Council on Education on "Constructing the Role of Department Chair" that offers four major categories of roles chairs take on- administrative, leadership, interpersonal and resource development. Use this only as a guide or mild suggestion for your reflections - you do not need to address every role stated.

### Procedure for evaluation

The provost will call a meeting of each department, without the participation of the department chair, to solicit input on the evaluation of the chair. The provost is expected to consider comments from members of the department when drafting their written recommendations. The same standards used to judge the teaching and professional development of other members of the department will be applied to the department chairs, although greater weight is given to service. Subsequent to this meeting, the provost will write evaluations and recommendations for the department chairs, which will include written justifications. The provost will discuss her/his recommendation and justification with the department chair involved and may make modifications as a result of the discussion. Subsequently, the provost will send a final recommendation and justification, together with the department chair's self-report and attachments, to the President. A copy of the recommendation and justification is given to the department chair. Each department chair will have five working days to submit a written appeal to the President.