

Survey Questions for Department Chair and School Director Reappointment Review

Revised March 22, 2016

PERFORMANCE

Based on your own knowledge and experience, please rate Professor XXXXXX on his/her performance in each of the areas below:

(Choices: unacceptable, poor, fair, good, excellent, don't know/not applicable)

Vision and leadership:

- Promotion of academic excellence
- Ability to articulate a vision for the department
- Ability to support appropriate scholarly standards
- Ability to move the department forward

Faculty appointments and development:

- Promotion of academic excellence
- Management of search and appointment process
- Support for research
- Support for professional and career development
- Management of annual review process
- Management of promotion and tenure process
- Responsiveness to requests for letters of nomination, support, or reference
- Facilitation of transition to retirement/emeritus faculty

Staff appointments and development:

- Management of search and hiring process
- Support for professional and career development
- Clarity of job duties/expectations
- Management of annual review process

Program development and assessment:

- Oversight of course schedule and assignments
- Oversight of course enrollments and trends
- Oversight and staffing of undergraduate and graduate committees
- Support of student recruitment efforts
- Encouragement and facilitation of updated or new courses
- Support for new programs
- Coordination of program assessment
- Coordination of program review
- Implementation of program review action steps

Fostering connections beyond the department:

- Ability to foster relationships with other chairs/departments/centers
- Ability to serve as an effective liaison between the department and the college
- Ability to foster relationships with alumni and donors



Governance:

- Effective use of committee structure
- Appropriate levels of consultation with others to guide decision making
- Timely revision and interpretation of departmental governance documents
- General knowledge of applicable college and university policies and rules
- Effective use of faculty meetings
- Effective articulation of suggestions for developing/changing departmental priorities

Chair's management of the department:

Based on your own knowledge and experience, please rate the degree to which the following aspects represent areas of strength or weakness of the chair.

(Choices: definite weakness; occasional weakness; neutral; occasional strength; definite strength; not sure/not applicable)

- Ability to carry out responsibilities in a timely way
- Ability to solve problems
- Ability to respond to e-mails or other queries in a timely way
- Ability to respond to student issues or complaints appropriately
- Effective delegation to appropriate faculty or staff
- Fairness and ability to avoid favoritism in carrying out responsibilities
- Flexibility and adaptability in dealing with individuals/situations
- Ability to support inclusiveness
- Clarity and transparency of budget decisions
- Clarity and transparency of space assignments
- Willingness/ability to negotiate conflict
- Willingness/ability to make difficult decisions
- Trustworthiness

Overall, how would you rate the chair's performance?

Choices: unacceptable, poor, fair, good, excellent, don't know/not applicable)

Open response question

Please use the space below to offer any comments about Professor XXXXXX's performance as chair.

