**DEPARTMENT CHAIR**

**EVALUATION COMMENTARY**

The assumption is that forms will be completed anonymously, but faculty members may sign the forms if they wish to do so. Results will be available to chairs.

Department: Chair: Date:\_\_ \_

**Teaching, Professional Activity, and Service:** Following the procedures of the approved peer-review plan for my department, and in the context of performance expectations for all members of my department, I assign the following ratings to my department chair in the areas of teaching, professional activity, and service. Use [0] unsatisfactory - failure to meet minimum performance expectations, [1] faculty performance that meets expectations, [2] effective – the average performance expected of UMW faculty and always interpreted in a favorable light, [3] exceptional or outstanding performance – well above the effective level of expectations:

**Teaching Rating \_\_\_\_\_**

**Commentary:**

**Professional Activity Rating \_\_\_\_\_**

**Commentary:**

**Service Rating \_\_\_\_\_**

**Commentary:**

**Administration**: For each of the seven areas of department chair responsibility indicated below, as well as for overall performance, indicate your assessment of the quality of your chair’s performance over the course of the recently completed academic year. Use [0] performance quality generally *ineffective*, [1] performance quality generally *effective,* [2] performance quality often *better than effective*, [3] performance quality *exceptional*. Please use the back of the form for explanatory comments, especially when assigning ratings of [0] or [3]. If you consider yourself inadequately informed to assign a rating in a given area, use *N.A.* in the blank.

**Budget-related Matters Rating \_\_\_\_\_**

This performance area includes such items as:

• involves the department in setting budget and equipment priorities

• makes fair and appropriate use of the department’s appropriated budget

• attends to budget-related administrative detail (requisitions, receiving reports, travel authorizations, credit card usage, inventories, etc.)

• keeps the department appropriately informed about budget-related matters

 C**urriculum-related Matters Rating \_\_\_\_\_**

This performance area includes such items as:

• leads department in undertaking curriculum initiatives (examining requirements for the major and departmental contributions to general education offerings, establishing new courses, revising existing courses, incorporating technology, etc.)

• disseminates necessary information (catalog copy, prerequisite lists, requests for information, etc.) about departmental programs

• supervises departmental outcomes assessment

• supports and encourages internships and undergraduate research

• supports and encourages departmental activities (lectures, student clubs/activities, etc.)

 **Personnel Matters Rating \_\_\_\_\_**

This performance area includes such items as:

• conducts and/or supervises tenure-track faculty searches

• orients, mentors, and supports tenure-track faculty prior to the tenure decision

(including assistance in preparing and assembling tenure/promotion file and writing

letter for the credentials file)

• encourages and supports pedagogical experimentation and innovation

• fosters good teaching practice and upholds the quality of teaching in the department

• administers annual faculty evaluation and merit pay procedures for full-time

continuing faculty)

• hires, orients, supports, and evaluates temporary faculty (lecturers and senior lecturers)



**course scheduling Course Scheduling Rating \_\_\_\_\_**

This performance area includes such items as:

• makes course scheduling decisions fairly in meeting the needs of the department’s instructional program(s)

• negotiates effectively for classroom time and spaces

• interacts effectively with administrative offices (e.g., Registrar, Office of Academic Affairs) on the department’s behalf

• attends to schedule-related administrative detail (staffing requests, final schedules, etc.)

 **Communication Rating \_\_\_\_\_**

This performance area includes such items as:

• involves the department in decision making

• keeps the department informed about all necessary matters

• deals with conflicts between individuals

• is available and accessible

• listens to suggestions and/or concerns from persons in the department

• interacts in a professional manner

• explains decisions made, and accepts responsibility for actions taken

• is trustworthy

 S**tudent-related Items** **Rating\_\_\_\_**\_

This performance area includes such items as:

• is available and accessible to students

• coordinates and/or supervises student advising (majors, career)

• works effectively with student aides and student representatives

 **General Department Administration** **Rating \_\_\_\_\_**

This performance area includes such items as:

• delegates responsibility and authority to colleagues

• schedules, sets agendas for, and presides over departmental faculty meetings

• keeps necessary records on departmental activities

• organizes and leads periodic program reviews

• does work in a timely fashion

• responds to college and University calls for departmental participation

• ensures that the department’s physical working environment is maintained, repaired, and renovated as necessary

• coordinates and/or supervises “outreach efforts” (such as student recruitment, public relations, alumni contacts, etc.)

**overall performance as department chair Rating\_\_\_\_\_**