North Carolina A&T State University
Department Chairperson/Head Evaluation Form

Procedures

Purpose

Annual evaluation of department chair is required by the University. The purpose of the evaluation is to provide faculty an opportunity to participate in the annual evaluation of their immediate supervisor, the department chair.

Evaluation Process

All faculty members in each department are eligible and encouraged to submit (electronically or in print) annual evaluations of departmental chairpersons to the Division of Academic Affairs, Office of the Vice Provost for Strategic Planning and Institutional Effectiveness (OSPIE). The Office of the Vice Provost for Strategic Planning and Institutional Effectiveness has responsibility for collecting, summarizing, analyzing, and disseminating the evaluation data to the following:

- the Dean of the department chairperson being evaluated
- the Provost
- the Department Chair evaluated

Data dissemination is done in aggregate, and the Vice Provost shall maintain confidentiality of all data gathered.

Directions

Please check the appropriate boxes in the rating scale and make specific comments as appropriate Your comments should will assist the chairs in better responding to the needs of the department—its students, faculty, staff, and other constituents.

North Carolina A&T State University
Department Chairperson/Head Evaluation Form

Chair's Name:_____**Date**_____

Faculty Member Completing this Form (Optional): _____

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Directions

Please check the appropriate boxes in the rating scales and make specific comments as appropriate. Your comments should assist the chair in better responding to the needs of the department—its students, faculty, staff, and other constituents.

RATING SCALE

Faculty support In general, my department chair:	Not Applicable	Excellent	Satisfactory	Needs Improvement	Unsatisfactory
1. Is available for consultation or discussion					
2. Is collegial					
3. Encourages and supports faculty professional development					
4. Assists faculty in achieving high standards in teaching					
5. Encourages and supports instructional and professional collaboration among department members					
6. Serves as a role model/mentor for faculty					
7. Promotes/encourages excellence in university service					
Comments:					

Communication In general my department chair/head:	Not Applicable	Excellent	Satisfactory	Needs Improvement	Unsatisfactory
1. Communicates with me in a timely, useful, and responsive manner					
2. Uses written communication (including e-mail,) which is clear, accurate, and concise					
3. Uses oral communication, which is clear, accurate, and concise					
4. Helps individual faculty set and achieve professional goals					
5. Helps set and achieve departmental goals					
6. Conducts department meetings in an effective manner					

Comments:

Evaluation and Feedback In general my department chair/head:	Not Applicable	Excellent	Satisfactory	Needs Improvement	Unsatisfactory
1. Rewards performance consistently					
2. Evaluates me at least once each academic year					
3. Evaluates me fairly					
4. Acts as an effective liaison between the department and the administration					
5. Promotes and encourages effective resolution for faculty concerns					
6. Accepts constructive criticism					

Comments:

Leadership and Organization In general, my department chair:	Not Applicable	Excellent	Satisfactory	Needs Improvement	Unsatisfactory
1. Engages for long range planning					
2. Manages budgets effectively and efficiently					
3. Effectively builds class schedules					
4. Supports curricular review and development					
5. Supports development of innovative departmental programs					
6. Effectively manages daily operations of the department					
7. Continues to develop himself/herself as a scholar					
8. Is willing to engage in positive risk-taking					
9. Maintains a "vision" consistent with department, college and university goals					
10. Does a good job of hiring and supervising staff					
11. Recruits, retains, and assists students within the department					
Comments:					

Decision-Making and Effectiveness In general, my department chair:	Not Applicable	Excellent	Satisfactory	Needs Improvement	Unsatisfactory
1. Makes decisions which are timely					
2. Makes decisions which are logical					
3. Gathers pertinent facts before acting					
4. Solicits input from faculty before making important program unit decisions					
5. Accepts responsibility for own decisions					
6. Demonstrates sensitivity to faculty needs					
7. Deals with stressful situations in a professional manner					
Comments:					

Trust In general, my department chair:	Not Applicable	Excellent	Satisfactory	Needs Improvement	Unsatisfactory
1. Tries to build trust and collegiality in the department					
2. Treats faculty and staff with respect and dignity					
3. Applies policies consistently and fairly					
4. Is willing to explain administrative decisions					
5. Insists on high standards of collegiality at meetings					
6. Encourages an environment that is conducive to free exchange of ideas					
7. Stimulates trust by exemplifying honesty, transparency, and confidentiality in her/his dealings with faculty					
8. Values diverse perspectives					
Comments:					

Additional Comments

1. Please provide any additional comments you have regarding the Chair's performance *during the past academic year*.

2. What suggestions do you have for your department chairperson to be more effective and/or enhance the department's effectiveness?