Chair Evaluation of _________________________ - Staff

Average Scoring note: Lower scores are ideal in this report. So a score of 1 is better than a score of 4.

Q1. **How would you describe his/her leadership style?** (Please comment)

Q2. **Does the department chair understand the basic operations, processes, and procedures for the department, the college, and the institution?**
   Facilitates faculty/staff recruitment, development and evaluations; consults with faculty and staff in appropriate situations; distributes the following university guidelines, supports faculty/staff development.

   Total Responses: ______
   COUNT BY RESPONSE
   Exceeds Expectations: ______
   Meets Expectations: ______
   Needs Improvement: ______
   Unsatisfactory ______

   Average Score: ______

Q3. **Is the department chair fair and supportive?**
   Presents ideas/issues clearly; conducts effective meetings; listens to faculty/staff/student concerns; is approachable

   Total Responses: ______
   COUNT BY RESPONSE
   Exceeds Expectations: ______
   Meets Expectations: ______
   Needs Improvement: ______
   Unsatisfactory ______

   Average Score: ______

4A. **Is your department chair collaborative and collegial?**
   Plans and organizes work thoroughly/ sets and prioritizes department needs; supports faculty/student recruitment

   Total Responses: ______
   COUNT BY RESPONSE
   Exceeds Expectations: ______
   Meets Expectations: ______
   Needs Improvement: ______
   Unsatisfactory ______

   Average Score: ______
4B. Does *she/he* delegate effectively?
Overall performance of department chair

<table>
<thead>
<tr>
<th>Total Responses:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNT BY RESPONSE</td>
<td></td>
</tr>
<tr>
<td>Exceeds Expectations:</td>
<td></td>
</tr>
<tr>
<td>Meets Expectations:</td>
<td></td>
</tr>
<tr>
<td>Needs Improvement:</td>
<td></td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td></td>
</tr>
<tr>
<td>Average Score:</td>
<td></td>
</tr>
</tbody>
</table>

5A. Does your chair make timely decisions?

<table>
<thead>
<tr>
<th>Total Responses:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNT BY RESPONSE</td>
<td></td>
</tr>
<tr>
<td>Exceeds Expectations:</td>
<td></td>
</tr>
<tr>
<td>Meets Expectations:</td>
<td></td>
</tr>
<tr>
<td>Needs Improvement:</td>
<td></td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td></td>
</tr>
<tr>
<td>Average Score:</td>
<td></td>
</tr>
</tbody>
</table>

5B. Does your chair value your input?

<table>
<thead>
<tr>
<th>Total Responses:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNT BY RESPONSE</td>
<td></td>
</tr>
<tr>
<td>Exceeds Expectations:</td>
<td></td>
</tr>
<tr>
<td>Meets Expectations:</td>
<td></td>
</tr>
<tr>
<td>Needs Improvement:</td>
<td></td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td></td>
</tr>
<tr>
<td>Average Score:</td>
<td></td>
</tr>
</tbody>
</table>
Chair Evaluation of _________________________ - Peer

Average Scoring note: Lower scores are ideal in this report. So a score of 1 is better than a score of 4.

Q1. Is ______________________ knowledgeable and supportive to the mission of the college?

Total Responses: ________
COUNT BY RESPONSE
Exceeds Expectations: ________
Meets Expectations: ________
Needs Improvement: ________
Unsatisfactory ________

Average Score: ________

Q2. Is he/she collegial in meetings?

Total Responses: ________
COUNT BY RESPONSE
Exceeds Expectations: ________
Meets Expectations: ________
Needs Improvement: ________
Unsatisfactory ________

Average Score: ________

Q3. While advancing the mission/interests of his/her department, is he/she also interested and supportive of other programs and chairs?

Total Responses: ________
COUNT BY RESPONSE
Exceeds Expectations: ________
Meets Expectations: ________
Needs Improvement: ________
Unsatisfactory ________

Average Score: ________

Q4. Is he/she an effective advocate for their department?

Total Responses: ________
COUNT BY RESPONSE
Exceeds Expectations: ________
Meets Expectations: ________
Needs Improvement: ________
Unsatisfactory ________

Average Score: ________
Q5. What is his/her greatest leadership asset? (please comment)

Q6. What recommendations would you have for future growth and improvement for this chair? (please comment)
Chair Evaluation of _________________________ - Faculty

Average Scoring note: Lower scores are ideal in this report. So a score of 1 is better than a score of 4.

Q1. Leadership.
Sets appropriate tone; is model for department; respects/encourages innovation and forward thinking; promotes teaching/research/scholarship/creativity/service; is involved with college and university affairs

Total Responses: ______
COUNT BY RESPONSE
Exceeds Expectations: ______
Meets Expectations: ______
Needs Improvement: ______
Unsatisfactory ______

Average Score: ______

Q2. Personnel.
Facilitates faculty/staff recruitment, development and evaluations; consults with faculty and staff in appropriate situations; distributes the following university guidelines, supports faculty/staff development.

Total Responses: ______
COUNT BY RESPONSE
Exceeds Expectations: ______
Meets Expectations: ______
Needs Improvement: ______
Unsatisfactory ______

Average Score: ______

Q3. Communication.
Presents ideas/issues clearly; conducts effective meetings; listens to faculty/staff/student concerns; is approachable

Total Responses: ______
COUNT BY RESPONSE
Exceeds Expectations: ______
Meets Expectations: ______
Needs Improvement: ______
Unsatisfactory ______

Average Score: ______
Q4. Planning/Development

Plans and organizes work thoroughly; sets and prioritizes department needs; supports faculty/student recruitment, teaching, curriculum development; handles department budget and resource allocations; makes timely decisions

Total Responses: ______
COUNT BY RESPONSE
Exceeds Expectations: ______
Meets Expectations: ______
Needs Improvement: ______
Unsatisfactory ______

Average Score: ______

5. Overall Evaluation

Overall performance of department chair

Total Responses: ______
COUNT BY RESPONSE
Exceeds Expectations: ______
Meets Expectations: ______
Needs Improvement: ______
Unsatisfactory ______

Average Score: ______

6. The current chair should be retained for another term of service (typically, 4 years)

Total Responses: ______
COUNT BY RESPONSE
Exceeds Expectations: ______
Meets Expectations: ______
Needs Improvement: ______
Unsatisfactory ______

Average Score: ______