**Indiana State University**

**Bayh College of Education**

**Department Chair Performance Review**

**Department Chair Being Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Faculty or Staff Member Completing this Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose**

 The purpose of this Department Chair performance review is to provide a mechanism by which faculty and staff in each department can provide constructive feedback to his/her department chair. Feedback provided highlights both strengths and opportunities for improvement in the chairs’ support of their department’s teaching, scholarship, and service mission.

**Review Process**

**Directions**

The Department Chair Performance Review form that follows is a 30-question, Likert-scale type instrument organized into five thematic areas with space for qualitative comments in each theme area. In order to maximize the benefit of this review for your Chair, please give each response your careful and thoughtful consideration. Respondent identities linked to their comments and ratings will be kept confidential with the Dean. All feedback will be anonymous to the department and to the Chair and compiled in aggregate form.

**Administrative/Faculty Relations**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | StronglyDisagree | Disagree | Neither Agree nor Disagree | Agree | Strongly Agree | No Basis to Judge |
| Treats individuals fairly |  |  |  |  |  |  |
| Encourages faculty and staff professional development |  |  |  |  |  |  |
| Serves as a faculty and staff role model and/or mentor |  |  |  |  |  |  |
| Expresses appreciation for faculty and staff accomplishments |  |  |  |  |  |  |
| Supports faculty in achieving high standards of teaching, research, and service |  |  |  |  |  |  |

**Comments:**

**Information, Communication, and Advocacy**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | StronglyDisagree | Disagree | Neither Agree nor Disagree | Agree | Strongly Agree | No Basis to Judge |
| Listens to and communicates with department faculty and staff |  |  |  |  |  |  |
| Communicates in a timely and effective manner |  |  |  |  |  |  |
| Acts as an effective liaison between the department and College/University administration |  |  |  |  |  |  |
| Effectively communicates department priorities with the department as well as with external constituents |  |  |  |  |  |  |
| Communicates needed information in a clear, accurate, and concise manner |  |  |  |  |  |  |
| Serves as an advocate for department needs/issues. |  |  |  |  |  |  |

**Comments:**

**Organization**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | StronglyDisagree | Disagree | Neither Agree nor Disagree | Agree | Strongly Agree | No Basis to Judge |
| Provides leadership for the development of department teaching schedule and seeks input on scheduling |  |  |  |  |  |  |
| Willing to engage in positive risk-taking |  |  |  |  |  |  |
| Maintains a “vision” consistent with department, college, and university goals |  |  |  |  |  |  |
| Handles administrative tasks in a timely manner |  |  |  |  |  |  |
| Supports curricular review and development |  |  |  |  |  |  |
| Leads department through difficult and critical decisions |  |  |  |  |  |  |
| Facilitates the development of a student recruitment plan for the department |  |  |  |  |  |  |
| Supports faculty to provide high quality student advisement |  |  |  |  |  |  |
| Facilitates the development/refinement of department policies and procedures and communicates them for clarity. |  |  |  |  |  |  |

**Comments:**

**Decision-Making and Effectiveness**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | StronglyAgree | Disagree | Neither Agree nor Disagree | Agree | Strongly Agree | No Basis to Judge |
| Decision making processes are timely |  |  |  |  |  |  |
| Facts gathered before acting are pertinent to the decision in question |  |  |  |  |  |  |
| Owns decisions and accepts responsibility for the outcomes |  |  |  |  |  |  |
| Is professional and collected when dealing with stressful situations |  |  |  |  |  |  |
| Solicits and considers input from faculty before making important departmental decisions |  |  |  |  |  |  |

**Comments:**

**Trust**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | StronglyDisagree | Disagree | Neither Agree nor Disagree | Agree | Strongly Agree | No Basis to Judge |
| Applies university, college, and departmental policy consistently and fairly |  |  |  |  |  |  |
| Values diverse perspectives |  |  |  |  |  |  |
| Encourages and embraces an environment that promotes the free exchange of ideas |  |  |  |  |  |  |
| Seeks to build trust in the department |  |  |  |  |  |  |
| Communicates openly and honestly |  |  |  |  |  |  |

**Comments:**