

**Indiana State University
Bayh College of Education**

Department Chair Performance Review

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 department chairs. The process is designed to highlight both strengths and opportunities for improvement in the chairs' support of their department's teaching, scholarship, and service mission.

Formative Review Process

1. During the spring semester of the first two years of a Chair's appointment, the Dean distributes an anonymous on-line survey of the Chair's performance to the faculty and staff in the department. Survey data are automatically compiled and sent to the Dean.
2. The Dean meets with the Chair to discuss the survey results and other performance indicators relevant to the Chair's responsibilities. The purpose of these meetings is to offer formative feedback and recommendations for continued development in the role of Chair; this process shall not be the basis for a re-appointment or non-reappointment decision.
3. The Chair discusses performance and findings with the department, as appropriate for departmental advancement. The Dean may also be invited to discuss the outcome of the review with the department, at the request of the Chair.

Summative Review Process

4. In the fall semester every three years, beginning in the third year of the Chair's appointment, the Dean requests that the Chair submit a self-evaluation of his/her performance in the role of Chair. Materials may include a personal narrative as well as representative samples of effectiveness.
5. In the spring semester of the same year, the Dean distributes an anonymous on-line survey of the Chair's performance to the faculty and staff in the department. Survey data are automatically compiled and sent to the Dean.
6. The Chair's self-evaluation, as well as summary quantitative data and all qualitative comments from the survey, are shared with the departmental personnel committee.
7. The departmental personnel committee reviews and discusses the materials and crafts a narrative summary that will ultimately be shared with the Chair through the Dean. The narrative should include a summary of strengths, recommendations for improvement, and areas of significant concern (if appropriate), as demonstrated in the presented materials.
8. The Dean conducts an independent review of the materials and the departmental narrative and crafts a narrative summary that will be shared with the Chair.
9. The Dean meets with the chairperson of the departmental personnel committee to discuss the review, including any points of disagreement or areas requiring clarification.
10. The Dean meets with the Chair to discuss the review.

- a. The Dean's determination as a result of the review may be reappointment, conditional reappointment for a period of one year, or non-reappointment.
 - b. If the review results in a conditional reappointment, (a) the conditions must be specified, and (b) the Chair review process will be repeated the following year, with both the self-evaluation materials and survey data collected at the beginning of the Spring semester.
11. The Chair discusses performance and findings with the department, as appropriate for departmental advancement. The Dean may also be invited to discuss the outcome of the review with the department, at the request of either the Chair or the chairperson of the departmental personnel committee.

Directions

The Department Chair Performance Review form that follows is a 25-question, Likert-scale type instrument organized into four thematic areas, with space at the end for qualitative comments and recommendations for improvement in each area. In order to maximize the benefit of this review for your Chair, please give each response your careful and thoughtful consideration. Comments and ratings are anonymous unless you choose to share identifying information. Individual responses will be available to the Dean and the departmental personnel committee. Only narrative summaries provided by the Dean and the departmental personnel committee will be made available to the Chairperson.

Relations with Faculty and Staff

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	No Basis to Judge
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						
Listens effectively						
Communicates clearly and effectively						
Is professional and collected when dealing with stressful situations						

Equity

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	No Basis to Judge
Treats individuals with respect						
Applies university, college, and departmental policy consistently and fairly						
Encourages and embraces an environment that values diverse perspectives						
Promotes and advocates for inclusive excellence for faculty, staff, and students in the department.						

Organization and Management

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	No Basis to Judge
Communicates and provides relevant written materials in a timely manner						
Handles administrative tasks in a timely manner						
Engages in timely decision-making processes						
Provides leadership for the development of the department teaching schedule						
Supports curricular review and development						
Supports faculty to provide high quality student advisement						
Facilitates the development/refinement of department policies and procedures						
Facilitates the development/refinement of plans, statements, and reports for extra-departmental units						

Effectiveness in Leadership and Advocacy

	Strongly Agree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	No Basis to Judge
Maintains a “vision” consistent with department, college, and university goals						
Solicits and considers input from relevant stakeholders before making important departmental decisions						
Owens decisions and accepts responsibility for the outcomes						
Effectively prioritizes the needs and strategic efforts of the department						
Effectively advocates for department needs/issues.						
Acts as an effective liaison between the department and College/University administration						

Summary Comments:

Please provide any comments about particular areas of strength in these or other areas of the chairperson’s responsibility.

Please provide recommendations for improvement in these or other areas of the chairperson’s responsibility.

Please provide any additional comments you wish to have included in the review.