**CHAIR/DIRECTOR ANNUAL EVALUATION FORM**

Responsibilities of the director of a school or the chair of a department are outlined in Article XI and XII of the Academic *Charter*. What follows is a general outline of duties which should be used on an annual basis to rate the administrative and faculty performance of your unit head.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ADMINISTRATIVE PERFORMANCE:** | 4Excellent | 3Good | 2Fair | 1Weak | Comments |
| Exercises leadership in the articulation, formulation and implementation of departmental/school mission, programs, goals, procedures and policies; conducts business in accordance with governance documents |   |  |  |  |  |
| Represents the best interests of the department/school, faculty and its students within the university community and beyond |  |  |  |  |  |
| Administers and supervises the department/school for effective and professional operations including scheduling, space management, record-keeping, etc. |  |  |  |  |  |
| Guides personnel matters including all unit recommendations concerning new appointments and reappointments, salary changes, leaves, recommendations for tenure and promotion, etc.  |  |  |  |  |  |
| Demonstrates commitment to recruitment and retention of faculty, particularly those from underrepresented groups. |  |  |  |  |  |
| Supervises the activities of the administrative and/or classified staff |  |  |  |  |  |
| Serves as chief fiscal officer for the unit with the responsibility for preparing, allocating and administering the budget |  |  |  |  |  |
| Provides academic leadership and support for the department's/school's instructional, research and service responsibilities; supports faculty development in all appropriate areas |  |  |  |  |  |
| Demonstrates leadership in curricular design and/or reform of programs of instruction |  |  |  |  |  |
| **ADMINISTRATIVE QUALITIES:** |  |  |  |  |  |
| Demonstrates fairness |  |  |  |  |  |
| Demonstrates openness/availability |  |  |  |  |  |
| Communicates effectively |  |  |  |  |  |
| **FACULTY PERFORMANCE:** Based on information provided on the Annual Faculty Update Record (or other similar instrument), and mindful of the impact of administrative responsibilities on productivity, please rate your chair's/director's accomplishments as a faculty member. |
|  | Merit Score per unit policy | Comments |
| Teaching |  |  |
| Research/scholarship/creative activities |  |  |
| Service |  |  |

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