Please rate your department chair, NAME's, 2016 performance on the following items based on the Office of Academic Affairs Memorandum No. 05-3, Authority and Responsibilities of the Department Chair, which can be found at: http://new.ipfw.edu/dotAsset/172267.pdf. The aggregate results will be shared with the Chair, individual responses are anonymous.

Chair Performance

Leadership: The Chair provides overall leadership of the department by initiating discussion of needed changes and supporting appropriate initiatives generated by colleagues in the department.

- Excellent
- Good
- Average
- Poor
- Very Poor
- Not enough information to evaluate

Comments on Leadership (provides overall leadership of the department).

Leadership: The Chair communicates departmental priorities to the Dean and VCAA, as well as communicating institutional priorities to the department, and is an effective advocate for the department.

- Excellent
- Good
- Average
- Poor
- Very Poor
- Not enough information to evaluate

Comments on Leadership (communicates priorities and is an effective advocate).

Leadership: The Chair clearly articulates a vision for the department and its programs and is able to effectively lead the department toward the realization of that vision.

- Excellent
Comments on Leadership (articulates vision and leads department).

Management and Administration: The Chair fosters an environment of open communication, trust, and shared responsibility for achieving the department's strategic goals.

Comments on Management and Administration (fosters an environment of open communication, trust and shared responsibility).

Management and Administration: The Chair administers the department effectively (e.g. handles administrative tasks such as preparing course schedules, monitoring budget, preparing necessary reports and correspondence, and managing physical resources).

Comments on Management and Administration (handles administrative tasks).
Management and Administration: The Chair demonstrates the ability to innovate and adapt to change and/or altered external mandates.

- Excellent
- Good
- Average
- Poor
- Very Poor
- Not enough information to evaluate

Comments on Management and Administration (innovates and adapts).

-

Personnel: The Chair coordinates all faculty and staff searches for the department ensuring appropriate procedures are followed, diversity goals are pursued, the needs of the department's programs are targeted, and they are integrated into the department in appropriate ways.

- Excellent
- Good
- Average
- Poor
- Very Poor
- Not enough information to evaluate

Comments on Personnel (coordinates all searches ensuring needs are met and integration is appropriate).

-
Excellent
○ Good
○ Average
○ Poor
○ Very Poor
○ Not enough information to evaluate

Comments on Personnel (establishes office staff schedules and work assignments).

Personnel: The Chair ensures that all faculty and staff receive written performance reviews annually with formative and summative feedback.
○ Excellent
○ Good
○ Average
○ Poor
○ Very Poor
○ Not enough information to evaluate

Comments on Personnel (ensures all faculty/staff receive annual performance reviews).

Personnel: The Chair serves as mediator in resolving conflicts among employees or between faculty and students.
○ Excellent
○ Good
○ Average
○ Poor
○ Very Poor
○ Not enough information to evaluate

Comments on Personnel (serves as mediator in resolving conflicts).
Promotion and Tenure: The Chair ensures departmental procedures and documents are consistent with college and university policies.

- Excellent
- Good
- Average
- Poor
- Very Poor
- Not enough information to evaluate

Comments on Promotion and Tenure (maintains PT process and policy).


Promotion and Tenure: The Chair guides pretenure faculty toward tenure and ensures they have adequate mentoring, makes appropriate promotion, tenure, and reappointment recommendations, and assists all faculty in planning and conducting their research, scholarship, or creative endeavor.

- Excellent
- Good
- Average
- Poor
- Very Poor
- Not enough information to evaluate

Comments on Promotion and Tenure (guides pretenure faculty).

Curriculum and Instruction: The Chair monitors curriculum in line with disciplinary, department, and university goals, supports faculty development in teaching, monitors instructional resources, and oversees assessment and program review.
Students: The Chair oversees recruitment of majors and diversity goals, supports the availability of research opportunities for majors, oversees student advising procedures and training of faculty in those procedures, handles student complaints, supports student clubs and organizations, and oversees the progress of majors toward graduation.

Community Outreach/Engagement: The Chair communicates regularly with alumni, establishes community advisory board if appropriate to the discipline, and seeks and supports opportunities for community engagement.
Comments on Community Outreach/Engagement

Overall evaluation of the Chair.
- Excellent
- Good
- Average
- Poor
- Very Poor
- Not enough information to evaluate

Comments on Overall Evaluation of Chair

Survey Opinions/Non-Chair Issues

Do you have any comments on problems that affect the operation of the unit but which are not the responsibility of the Chair?

Thank you for your input.