

## EVALUATION OF DEPARTMENT CHAIR/CDC DIRECTOR/NURSING DIRECTOR

Name of Chair/Director: \_\_\_\_\_ Assignment/Department: \_\_\_\_\_

*Article 17, Section C defines the reassigned time granted so that the Department Chair is able to fulfill responsibilities assigned by the appropriate administrator and conduct departmental business whether or not the Chair is entitled to receive reassigned time. A Department Chair's responsibilities are described in full in Article 17, section D. In particular, section D.4 states: At the beginning of each academic year, each Department Chair shall, in consultation with his or her departmental colleagues and the appropriate Vice President or his or her designee, establish annual goals for the Department. Any evaluation of a Department Chair under Article 19 shall review both the Chair's fulfillment of the responsibilities of the Department Chair assignment, and his or her contribution towards the attainment of or progress toward achieving those goals.*

*Article 19, sections K through M define the process for the Evaluation of Department Chairs as follows:*

*K. During a faculty member's service as a Department Chair, his or her performance of the Department Chair's duties and responsibilities shall be evaluated at the end of his or her first year of service as Department Chair and at least once every other academic year thereafter.*

*L. The evaluation of a Department Chair shall be conducted in the same manner as an administrative evaluation with the following modifications:*

*1. In place of the list of individuals specified in Section I.1, the Vice President or his or her designee shall solicit information about the Department Chair's performance of his or her duties and responsibilities as chair from appropriate faculty and staff in the department, as well as any others the Vice President or his or her designee believes should have relevant information the faculty member's performance as Department Chair.*

*2. Rather than recording the evaluation on an administrative evaluation form, the Vice President or his or her designee shall record the evaluation on the Department Chair Evaluation Form (see Appendix C).*

*M. The evaluation of a Department Chair is a specialized evaluation that is separate from and in addition to the normal evaluation of the Department Chair as a faculty member.*

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### Steps to completing the Department Chair evaluation process:

- Schedule a time to meet with your supervisor during your second semester of service as Department Chair and at least once every other academic year thereafter.

#### *Provide your supervisor with:*

- A copy of your department's annual goals statement from the previous year and attach an update about the status of each goal.
- A copy of the proposed annual goals statement for the next year.
- Any suggested data sources to assist with the evaluation categories as stated in sections A and B of this form.





