

Department Head Evaluation Form

Person being evaluated:

This is a **confidential** review relating to the administrative effectiveness of your department head. **Comments are encouraged to clarify and define your assessments; they should be both constructive and informative. The comment section may also indicate specific concerns or accolades.** Comments may be typed or written in the space following the question or on a separate sheet if needed. Return in a sealed envelope to Faye Vowell no later than April 27, 2001.

Circle the appropriate response for each item per the code below:

SA: strongly agree with the statement
A: generally agree
U: unsure or undecided
D: generally disagree
SD: strongly disagree with the statement
N/O: no opinion regarding this area of performance or insufficient information to make a judgement

1. Encourages and stimulates the professional growth of the faculty.

SA **Comments:**
A
U
D
SD
N/O

2. Incorporates faculty input in major decisions regarding the department (e.g.,) personnel decisions, such as curriculum, changes, recommendations for promotions etc.

SA **Comments:**
A
U
D
SD
N/O

3. Listens to faculty ideas, problems, and concerns.

SA **Comments:**
A
U
D
SD
N/O

4. Is fair and objective in dealing with faculty and staff.

SA **Comments:**

A

U

D

SD

N/O

5. Responds to requests and suggestions in a timely fashion.

SA **Comments:**

A

U

D

SD

N/O

6. Effectively administers resources available to the unit.

SA **Comments:**

A

U

D

SD

N/O

7. Represents the department well within the university.

SA **Comments:**

A

U

D

SD

N/O

8. Demonstrates current knowledge about academic/scholarly issues.

SA **Comments:**

A

U

D

SD

N/O

9. Helps establish and facilitate achievement of department goals.

SA **Comments:**
A
U
D
SD
N/O

10. Incorporates department goals and priorities effectively in decision-making processes.

SA **Comments:**
A
U
D
SD
N/O

11. Clearly communicates appropriate information in a timely fashion to faculty and staff.

SA **Comments:**
A
U
D
SD
N/O

12. Provides constructive input in the development of your MBO and in the evaluation of your MBO.

SA **Comments:**
A
U
D
SD
N/O

13. Clearly communicates the criteria used for evaluation and advancement.

SA **Comments:**
A
U
D
SD
N/O

14. Encourages effective classroom teaching.
SA **Comments:**
A
U
D
SD
N/O
15. Understands time and effort required for teaching commitment.
SA **Comments:**
A
U
D
SD
N/O
16. Understands time and effort required for pursuit of scholarly/creative/research activities.
SA **Comments:**
A
U
D
SD
N/O
17. Understands time and effort required to meet service commitment.
SA **Comments:**
A
U
D
SD
N/O
18. Works to schedule classes at times and in sequences that effectively serve students.
SA **Comments:**
A
U
D
SD
N/O

19. Recognizes student needs and responds appropriately.

SA **Comments:**

A

U

D

SD

N/O

20. Is candid and has credibility in dealings with the faculty.

SA **Comments:**

A

U

D

SD

N/O

21. Operates with integrity and high ethical standards in matters related to the department.

SA **Comments:**

A

U

D

SD

N/O

22. Effectively represents faculty needs through administrative channels.

SA **Comments:**

A

U

D

SD

N/O

23. Follows university policies and procedures in dealing with students, faculty, and staff.

SA **Comments:**

A

U

D

SD

N/O

24. Initiates efforts to keep the department competitive with relevant departments at comparable institutions.

SA **Comments:**

A

U

D

SD

N/O

25. Performs effectively overall in carrying out the general administration of the department.

SA **Comments:**

A

U

D

SD

N/O

26. Do you have general or specific comments and/or suggestions as to how the department head being evaluated can more effectively serve the department?

27. Are there major problems/issues/concerns that the department head should deal with to more effectively serve your department in meeting its priorities?

