The elected members of Committee A are responsible for evaluating the performance of the chair/director of their academic unit and submitting the appropriate materials to the Dean's Office by February 29, 2016. These include:

1) The Summary Report of Annual Faculty Evaluation, evaluating the chair/director in the areas of teaching, research, and service, including service as chair. The percentage of effort the chair devotes to each category should also be noted, with at least 50% under the service category typically devoted to duties as chair/director.

2) A separate narrative evaluation of the effectiveness of the chair/director as an administrator and leader. Prior to preparing the evaluation, Committee A should solicit input from the entire faculty and staff of the unit and then summarize their comments as part of the narrative evaluation. The original documentation gathered from the faculty and staff should not be shared directly with the chair/director, but it should be attached to the evaluation materials submitted to the Dean's Office. In addition, faculty and staff may send letters regarding the chair/director's performance directly to the Dean, where they will be reviewed and held in confidence. Although the department may use any mechanism to conduct the evaluation of the chair/director, Committee A's narrative evaluation should address at least the following items:

1. Overall leadership of the unit, including strategic planning and success in achieving departmental goals.
2. The day-to-day administration of the unit (e.g., following policy, managing finances, meeting deadlines, supervising staff, effective use of space).
3. Relationships between the department and external constituencies (other departments, the dean’s office, VPR, provost, alumni, donors, etc.).
4. Efforts to promote the mission, vision, achievements, and goals of the unit.
5. Success in maintaining a supportive climate for faculty, staff, and students.
6. Effectiveness in providing transparency regarding access to departmental information, participation in departmental governance, finances, and input into departmental decision making.

The closing paragraph of the narrative should be an explicit recommendation from the Committee A regarding the continued appointment of the chair/director. Both the annual evaluation form and the narrative evaluation must be given to the chair/director before the final versions are forwarded to the Dean's Office.

Note: Committee A will receive separate instructions for the narrative evaluation of any chair whose term ends on June 30, 2017.

Chair/Director Self Evaluation
In anticipation of the annual meeting with the Dean to discuss their performance, chairs/directors are required to send the following information to the Dean before February 29, 2016:

1. A list of the goals worked on during the past year,
2. A brief summary of the progress made toward accomplishing those goals, and
3. A list of goals to work on for the coming year.

For the purposes of this exercise, goals may include both administrative and departmental goals, as well as personal professional goals. This need not be a lengthy document. It should simply provide sufficient information so the Dean can understand each chair’s/director’s goals and evaluate their progress toward accomplishing them. The meeting with the Dean will be scheduled in April or May, after the meeting with the chair/director and Committee A to discuss the faculty evaluations in the unit.

KD:gb
cc: VIPs