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. These include:

1) The CAS 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. Please use the new CAS faculty evaluation form. Attached is an electronic copy for your use.

2) A separate narrative evaluation of the effectiveness of the chair/director as an administrator and leader. Prior to preparing the evaluation, input from the entire faculty and staff of the unit will be solicited by the college via a Qualtrics survey. Gary Bates will contact units for information on those who are to participate, and he will furnish Committee A with the results. Committee A will then summarize their comments as part of the narrative evaluation. The evaluation survey results should not be shared directly with the chair/director. 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. Committee A's narrative evaluation should address at least the following items:

1. Overall leadership of the unit.
2. The day-to-day administration of the unit (e.g., following policy, managing finances, meeting deadlines, supervising staff, effective use of space).
3. Effectiveness in promoting the mission, vision, achievements, and goals of the unit.
4. Effectiveness in maintaining a supportive climate for faculty, staff, and students.
5. Effectiveness in providing transparency regarding access to departmental information, participation in departmental governance, 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.

Please note it is no longer necessary to attach a copy of the evaluation survey results.

**Please send the chair/director evaluation and narrative evaluation to Susan Bayliss, Ellison Hall, 208, by February 28, 2017.**

*Note:* Committee A will receive separate instructions for the narrative evaluation of any chair whose term ends on June 30, 2018.

**Chair/Director Self-Assessment**
In anticipation of the annual meeting with the Dean or Associate Dean to discuss their performance, chairs/directors are required to complete and submit a Chair/Director Self-Assessment form to the Dean. **Attached is an electronic copy for your use.**

**Please send the self-assessment to Susan Bayliss, Ellison Hall, 208, by February 28, 2017.**

The meeting with the Dean or Associate 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.

KRD/sb

cc: VIPs