

FAIRMONT STATE UNIVERSITY

DEAN OR CHAIR EVALUATION

INSTRUCTIONS: In the space to the right of each item, write the number from the scale below which best describes your appraisal of your Chairperson's performance.

NAME OF DEAN OR CHAIR _____
Academic Year 20____ - 20____

SCALE

1	Unsatisfactory	4	Above Average
2	Needs Improvement	5	Excellent
3	Satisfactory	*	Not Applicable or Not Observed

- 1. COMMUNICATION**
 - 1.1 Shares pertinent information in a timely manner _____
 - 1.2 Discusses need for improvement with faculty _____
 - 1.3 Solicits ideas and opinions from others _____

- 2. DECISION MAKING**
 - 2.1 Considers various viewpoints in decisions involving College/School matters _____
 - 2.2 Makes decisions in a fair and objective manner _____
 - 2.3 Makes timely decisions _____

- 3. PLANNING**
 - 3.1 Carefully assesses situations before proposing change _____
 - 3.2 Seeks constructive suggestions for change _____
 - 3.3 Involves faculty in goal setting and program evaluation _____

- 4. HUMAN/PUBLIC RELATIONS**
 - 4.1 Relates impartially to all department members _____
 - 4.2 Exhibits and encourages a positive attitude and enthusiasm _____
 - 4.3 Recognizes and gives credit to others _____
 - 4.4 Responds sympathetically and professionally to the needs and interests of department members _____
 - 4.5 Is available to students, faculty and staff _____
 - 4.6 Interacts effectively with relevant community constituencies _____

5. JOB PERFORMANCE

- 5.1 Demonstrates clear understanding of role and scope of responsibilities _____
- 5.2 Ensures that faculty understand expectations of job assignments _____
- 5.3 Effectively manages classified staff within the department _____
- 5.4 Serves as an effective advocate/liaison between faculty/staff and administration _____
- 5.5 Allocates department financial resources fairly and appropriately _____
- 5.6 Maximizes utilization of space and facilities assigned to the department _____
- 5.7 Maintains constructive relationships with other University units _____
- 5.8 Equitably assigns teaching loads and committee responsibilities _____
- 5.9 Encourages participation in faculty development activities _____
- 5.10 Evaluates faculty fairly using established criteria _____
- 5.11 Seeks to fill vacant positions in a timely manner _____
- 5.12 Involves appropriate faculty in screening and selection of new faculty _____

6. PROBLEM SOLVING

- 6.1 Carefully assesses problems before taking action _____
- 6.2 Copes effectively with unexpected events _____
- 6.3 Works effectively to resolve conflict _____
- 6.4 Maintains confidentiality _____

7. TEACHING

- 7.1 Prepares carefully and thoroughly for teaching assignment _____
- 7.2 Seeks continuing improvement in teaching techniques and knowledge in subject field _____

8. SUMMATIVE EVALUATION

- 8.1 Overall rating as Dean or Department Chair _____

9. COMMENTS - Please add any comments which will clarify your appraisal of your Dean's or Department Chairperson's performance.