

PROCEDURE FOR IMPLEMENTING DEAN AND DEPARTMENT CHAIR EVALAUTIONS

1. The Dean/Department Chair evaluation forms should be distributed annually to all full-time faculty members.
2. An individual in each College/School should be designated to collect the Dean and Chair evaluation forms from the faculty. (This could be a full-time secretary or faculty member).
3. Each faculty member should fill out the evaluation form and place it in a sealed pink interdepartmental envelope before giving it to the person who is designated to receive the evaluation forms. The faculty member may type the responses if he/she wishes to maintain anonymity.
4. The person who receives the envelope from the faculty member should check off the name of the faculty member from a list of the faculty members in the department. The purpose of this is to insure that no faculty member turns in more than one evaluation form.
5. The deadline for turning in the evaluation forms is the Friday preceding final examinations week. At this time, the list of names should be destroyed and the package containing the evaluation forms should be taken to the Provost's office.
6. The Provost and Vice President of Academic Affairs will then review the evaluation forms and discuss the results with each Dean during the June evaluation process.
7. After the evaluation process is completed, the evaluation forms should be given to the Dean and Department Chair who was evaluated.