

College of Arts and Sciences 5 Year Chair Review Policy

The CAS Chair Evaluation and Development Committee must adhere to the University Policy on Fifth Year Administrative Reviews in addition to College guidelines. The review will be conducted in the spring. The purpose of the College of Arts and Sciences Chair Evaluation and Development Process is (1) to assess the Chair's performance in the range of duties and responsibilities of the position and (2) to provide directions for development. This five-year review process is based on the assumption that the annual CAS Chair evaluations are generally insufficient, even when considered collectively, to provide data on setting and achieving the kinds of long term goals essential for continued department development. Designed to complement the annual CAS Chair evaluation, this summative review process focuses on a more comprehensive analysis of the Chair's accomplishments, strengths and weaknesses, goals for the future, and capacity to make changes as needed. The department's goals and strategic plan provide an important context for the evaluation process, thus taking into account differences in departments across the College.

1. Chair Evaluation and Development Committee

The evaluation of the Chair should be conducted by a committee of:

- a. 3-5 faculty from within the department (most of whom are tenured) elected by those in the department eligible to vote on curriculum issues.
- b. 1 external faculty member (preferably a former Chair) appointed by the Dean. The external member will serve as Chair of the Committee.
- c. 1 elected representative of the department's support staff (A/P and civil service) elected by the A/P and C/S members of the department. Support staff may elect not to send a representative to the committee.
- d. At the department's option 1 student (undergraduate or graduate) chosen in a manner to be determined by the department.

2. Chair's Portfolio

The Chair will provide the faculty with a "performance portfolio". The Chair's accomplishments should be linked to the department, College and University Strategic Plans whenever possible. The portfolio should address accomplishments (and where appropriate, constraints or limitations which hinder the accomplishments of desired goals) in the following areas:

- a. Curriculum vitae
- b. Faculty Accomplishments Summary (teaching, research and university and professional service during tenure as Chair)
- c. Leadership (development of department policies and governance, resource development, research and scholarship development, curriculum development,

promotion of effective teaching, motivating public service, achievement of department strategic goals)

- d. Department Advocacy (on curricular issues, promotion and tenure recommendations, obtaining resources)
- e. Resource Management (budget, scheduling, reports, equipment, space)
- f. Personnel Management (recruitment, appointment, evaluation, tenure, professional growth and development, supervision of support staff)
- g. Administration (implementation of department policies, consistency)
- h. Faculty Colleague (tolerance of criticism and opposing views, openness of communications, accessibility)
- i. Goals for the Future (How is the department doing with respect to their plan or mission? Where does the Chair realistically think the department can go in the next 5 years? What are the Chairs goals or priorities for the department in the next 5 years? What suggestions or plans does the Chair have for achieving these goals?)

The portfolio should be made available to all faculty and staff in the department with supporting or pertinent documents such as the Strategic Plan available for review in the department office.

3. Review

The portfolio will be available in the department office for inspection by faculty A/P, civil service, and students for a period of two weeks. Within that time period faculty, A/P, civil service, and students will be asked to submit signed input to the Chair of the evaluation committee. The Chair of the Evaluation Committee as the external member may be asked to maintain the confidentiality of individual respondents. This input will be used by the committee in the development of their report. All deliberations of the committee and all reports written by the committee will be confidential.

4. Chair Evaluation and Development Committee Meeting with Chair

The Committee will provide a draft of their report to the Chair and give the Chair an opportunity to respond to the report, provide explanation to any issues raised, and interpret any information where they believe the committee has misread responses. The Committee meets with the Chair to present and discuss their written summary of the review.

5. Evaluation and Development Committee Report

The Chair Evaluation Committee submits a written report to the Dean summarizing the committee's findings and a description of the processes used within the department to reach its conclusions. The report will also make recommendations to the Dean.