

COLLEGE OF ARTS AND SCIENCES CHAIR EVALUATION SHEET

CRITERIA	EVIDENCE	RATING
LEADERSHIP		
<p>1. Departmental advocacy</p> <ul style="list-style-type: none"> – Communication of the mission and goals of the department – Development and advancement of programs and initiatives central to the department – Efforts to increase external and internal support for programs and projects – Development and implementation of projects that support department, college, and university goals <p>2. Faculty and staff development</p> <ul style="list-style-type: none"> – Promotion of professional development of faculty and staff <p>3. Communication</p> <ul style="list-style-type: none"> – Facilitation of effective communication among students, faculty, staff, and college administration 		
MANAGEMENT		
<p>1. Planning and budget management</p> <ul style="list-style-type: none"> – Fulfillment of planning and budget requests – Management of department accounts – Adherence to university budget and planning policies – Pursuit of the mission and goals of the department 		

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CRITERIA	EVIDENCE	RATING
<p>2. Personnel</p> <ul style="list-style-type: none"> – Completion of AWP negotiations – Knowledge and application of policies – Submission of faculty reviews and staff evaluations – Investigation and handling of student, faculty, and staff problems and concerns <p>3. Curriculum and programs</p> <ul style="list-style-type: none"> – Completion of class schedules and curriculum reports – Recognition of and response to student needs 		
OTHER		

RATING: unsatisfactory satisfactory excellent