## COLLEGE OF ARTS AND SCIENCES CHAIR EVALUATION SHEET

CRITERIA	EVIDENCE	RATING
LEADERSHIP		
1. Departmental advocacy		
- Communication of the mission and goals of the department		
<ul> <li>Development and advancement of programs and initiatives central to the department</li> </ul>		
- Efforts to increase external and internal support for programs		
and projects		
<ul> <li>Development and implementation of projects that support department, college, and university goals</li> </ul>		
2. Faculty and staff development		
- Promotion of professional development of faculty and staff		
3. Communication		
<ul> <li>Facilitation of effective communication among students, faculty, staff, and college administration</li> </ul>		
MANAGEMENT		
1. Planning and budget management		
– 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		

CRITERIA	EVIDENCE	RATING
2. Personnel		
- Completion of AWP negotiations		
- Knowledge and application of policies		
– Submission of faculty reviews and staff evaluations		
<ul> <li>Investigation and handling of student, faculty, and staff problems and concerns</li> </ul>		
3. Curriculum and programs		
- Completion of class schedules and curriculum reports		
- Recognition of and response to student needs		
OTHER		

RATING: unsatisfactory satisfactory excellent