



Department Chair/College Dean Evaluation by Full-time Faculty Member

Department Chair/College Dean _____

Full-time Faculty Member _____ Date: _____

Comment on the effectiveness with which your chair/dean executes the following **organizational duties** as listed in Fontbonne University Policy Manual, Volume I.

- Works with members of the department to design and review programs / curriculum
- Maintains supervision over the quality of instruction
- Effectively prepares and manages department budget based on department needs
- Submits annual report, catalog revisions and semester schedules
- Supervises searches
- Supervises and evaluates departmental staff
- Acts as liaison between department faculty and VPAA, Office of Admission and other university departments
- Oversees departmental equipment
- Organizes and prepares department work
- Formally approves applications for majors
- Maintains current file of syllabi
- Meets with faculty at least once per month and with students as appropriate

Commendations	Recommendations

Comment on the **professional and ethical** characteristics as evidenced by:

- Acts in the best interest of the faculty members
- Demonstrates a high degree of integrity
- Maintains positive working relationship with faculty
- Helps protect academic freedom

Commendations:	Recommendations:

<p>Comment on educational leadership as evidenced by:</p> <ul style="list-style-type: none"> • Communicates well and sufficiently often with department members • Delegates tasks effectively • Exercises good judgment and makes sound decisions based on facts and data • Sets priorities • Involves faculty in decision making • Ensures academic quality of the major(s) • Promotes academic excellence • Supports teaching and learning in the department 	
<p>Commendations:</p>	<p>Recommendations:</p>

<p>Comment on motivating characteristics as evidenced by:</p> <ul style="list-style-type: none"> • Encourages research, publication, and other scholarly and professional activities.(Vol I) • Supports faculty members in their pursuit of professional activities • Models involvement with professional associations • Encourages divergent points of view • Creates atmosphere conducive to high faculty performance • Encourages initiative and innovation 	
<p>Commendations:</p>	<p>Recommendations:</p>

<p>If you could make one or two specific recommendations to the department chair / college dean that would most likely improve her/his effectiveness, what would they be?</p>	
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<p>Please state your overall evaluation of your department chair /college dean.</p>	
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Evaluation procedures;

- The full-time faculty member is to submit this evaluation form to the Office of Academic Affairs by March XX, 20XX.
- Ideas gleaned from the evaluations will be shared with the department chair/college dean but the forms themselves will be kept confidential.
- You may choose to share your responses with the department chair/college dean.