

Faculty Assessment of Department Heads

Committee:

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Department Heads: Mary Connerley, Eric Lange, Fabio Fontana

Past Consultations Reflected in this Proposal:

Faculty Handbook Committee (November 2018, February 2019)
Deans and Department Heads (November 2018)
COE DH Evaluation Committee (January, 2019)

Committee Recommendations:

- 1) Insert a more complete description of expectations and evaluation of DH/Directors in the Academic Department Heads' and Directors' Handbook including:
<https://provost.uni.edu/academic-department-heads%E2%80%99-and-directors%E2%80%99-handbook>
 - a) Description of the roles and responsibilities of Department Heads
 - b) Explanation of policies or expectations that apply differently to administrators (e.g., expectation for on-campus attendance, summer expectations, external consultations or grant work)
 - c) Description and timeline for more comprehensive evaluation review procedures (3-year? 5-year?)

- 2) Insert section on Faculty Assessment of DH in Faculty Handbook, Chapter 3, Evaluation Procedures [see below]
Section X.X Faculty Assessment of Department Head
Department Heads are evaluated annually by their Dean in a manner similar to faculty annual evaluation as well as a more comprehensive review every X years. Faculty feedback in the form of an anonymous online survey shall be collected and considered as part of such reviews, just as student assessments are collected and considered as part of faculty evaluations.

Subdivision X.XX Assessment Procedure
Faculty assessments of Department Heads shall be administered by the Associate Provost for Faculty or staff designee. The faculty assessment of department head survey will be scheduled between April 1st and May 1st each year. A report of the results of the assessments shall be transmitted to the Department Head and their Dean no later than May 15th. The report shall consist of a statistical summary of all response items as well as all written comments. The individual assessment report shall be considered for individual reflection by the Department Head and as part of the evaluation file used by the Dean for individual evaluation meetings and evaluation reports/letters. The annual assessment results are not reported back to faculty.

- 3) Faculty Assessment of Department Head Survey Instrument

Strongly Disagree

Disagree

Neutral

Agree

Strongly Agree

NA

Key: yellow highlight: from Deans and Department Heads

Purple highlight: from COE DH Evaluation Committee

Magenta text: last edit from this committee

Leadership

- Is accessible to faculty ~~and approachable~~
- Communicates ~~clear~~ ~~rational~~ explanations for administrative decisions
- ~~-Represents and~~ Advocates for the department
- Seeks ~~regular~~ input from faculty and staff, ~~when appropriate~~
- Provides vision ~~ing~~ for the department
- Facilitates collaborative interactions between departments ~~and community~~

Development

- Facilitates innovation ~~in the department~~
- Fosters ~~and~~ Supports ~~good quality~~ teaching
- Supportive of ~~research or creative activity~~ faculty in their scholarship
- Effectively communicates with faculty about their development in teaching, scholarship, and service

Management

- Contributes positively to faculty ~~/staff~~ morale
- Addresses conflict ~~and disagreements~~ fairly ~~and objectively~~
- Makes effective ~~and strategic~~ use of resources
- Is equitable in assignment of teaching
- Facilitates equitable distribution of service responsibilities
- Recognizes ~~and rewards~~ faculty ~~/staff, as resources allow, in accordance with their~~ for their contributions

Overall Rating

How do you rate the department head's overall performance during the last academic year?

Poor Fair Good Very Good Excellent

Open Ended Responses (strengths/weaknesses or one comment box)