

Academic Chair / Employee Performance Survey

This survey instrument incorporates five leadership domains: **vision and goal setting; management of the unit; interpersonal relationships; communication skills; research, professional, and community endeavors; and interactions with faculty.** Please indicate your level of agreement or disagreement with the following statements about your department chairperson by checking the box for the appropriate indicator: SA=Strongly Agree; A= Agree; D=Disagree; SD=Strongly Disagree; NK=No Knowledge; NA=not applicable. This is an anonymous survey. When you have completed the evaluation, please place it in a sealed envelope and return it to the college administrative assistant. Deadline for completion will be sent via e-mail.

Name _____ Department _____ Date _____

A. Vision and Goal Setting

SA(4) A(3) D(2) SD(1) NK(0) NA(0)

1. Supports and promotes the mission of the department.
2. Works to maintain a positive department image.
3. Encourages ideas and creativity.
4. Creates a unit conducive to high faculty performance.

B. Management of the Unit

1. Addresses the professional needs of individual faculty.
2. Advocates for resources needed by the department.
3. Delegates responsibilities in a fair manner.
4. Creates a semester schedule that meets needs of students.
5. Creates a semester schedule that meets needs of faculty.
6. Effectively manages and distributes the budgeted funds and physical resources of the department.
7. Effectively manages daily operations of the department.
8. Facilitates program and courses changes.

C. Interpersonal Relationships

1. Demonstrates professionalism.
2. Deals with individuals in a respectful manner.
3. Represents the department well with other groups.
4. Models appropriate dispositions.
5. Provides appropriate feedback to faculty.
6. Resolves student issues in an appropriate manner.
7. Addresses /responds fairly and appropriately to students' grievances.

D. Communication Skills

1. Listens to faculty concerns.
2. Keeps faculty informed of relevant information.
3. Holds well organized faculty meetings.
4. Welcomes faculty input during meetings.
5. Informs faculty of research/creative work opportunities.

E. Teaching

1. Demonstrates competence in teaching.
2. Meets standard learning outcomes.

F. Research, Professional, and Community Endeavors

SA(4) A(3) D(2) SD(1) NK(0) NA(0)

1. Models scholarly and creative productivity.
2. Models appropriate participation in professional organizations.
3. Models appropriate community involvement.

G. Interactions with Faculty

1. Provides appropriate leadership for faculty as they apply for retention, tenure, or promotion.
2. Encourages faculty professional study and research.
3. Solicits input from faculty on budgetary concerns.
4. Solicits input from faculty on teaching loads and assignments.
5. Promotes and encourages effective resolution of faculty concerns.
6. Maintains an open-door policy for faculty dialog?

H. Strength as Chair:

I. Areas for Improvement:

J. Additional Comments: