

## Review and Evaluation of Department Chairs

The Review and Evaluation of Department Chairs represents a formative process that aims at assessing and evaluating the overall performance and achievements of department chairs as administrators, and providing further information on departmental areas of needed improvement. The process is divided into three categories including annual self-assessment, periodic evaluation by Faculty and staff, and annual and periodic evaluation and review by the Dean.

### SELF-ASSESSMENT

The Department Chair provides a self-reflective narrative on the past year's own teaching, research, service and administrative activities, and outlines the challenges, plans and goals for the upcoming year as part of the Faculty Annual Activity Reporting and Career Planning. **The Faculty Annual Activity Reporting and Career Planning is completed in the Spring Semester every year and submitted to the Dean by May 31.**

### FACULTY AND STAFF EVALUATION

The opinions and comments of School full-time faculty and staff members about the performance and abilities of the Department Chair in meeting his/her duties and responsibilities are collected periodically every three years. Collected information provides more insight on the needs of Faculty and Staff and ensures that departmental functions meet the goals of the Department and School. It also provides a perspective for setting future goals and establishing departmental priorities. Faculty and staff members in each department will complete the information anonymously in a form of an electronic survey (see Appendix). Collected information is submitted to the Dean and shared confidentially with respective Department Chairs during their annual and periodic assessment and evaluation reviews. **The Faculty and Staff assessment is completed every three years in the Spring Semester and submitted to the Dean by May 31.**

### DEAN'S EVALUATION AND REVIEW

The Dean's annual review of Department Chairs incorporates his/her personal assessment of the Chairs and the Faculty Annual Activity Reporting and Career Planning. The Dean's periodic assessment and evaluation review of Chairs that occurs every three years also includes the School Faculty and staff assessment survey of Chairs. **The Dean's evaluation review is conducted at the end of each academic year.**

## **Appendix: School Faculty and Staff Survey for the Periodic Evaluation of Department Chairs**

The criteria for the periodic Faculty and Staff evaluation of the Department Chair cover the following areas: Leadership; Administrative and Management Effectiveness; and Personal Qualities.

Faculty and Staff Member Department (check all applicable):

- Pharmaceutical Sciences       Pharmacy Practice

For each of the following statements and questions, indicate your level of agreement by selecting “strongly agree”; “agree”; “neither agree or disagree”; “disagree”; “strongly disagree”; or “unable to comment”:

### **Leadership**

The Department Chair:

1. Leads by example
2. Is able to inspire others
3. Is an advocate of the department and School
4. Has a clear vision for the department
5. Works for the best interest of the department and School
6. Demonstrates commitment in advancing the department and School
7. Promotes a culture of professional team work
8. Takes initiative and provides leadership in innovation and change
9. Promotes a public positive image of the department and School

### **Administrative and Management Effectiveness**

The Department Chair:

1. Promotes high professional standards for the department
2. Creates a supportive work environment
3. Manages the department efficiently and effectively
4. Provides mentoring and guidance to faculty members
5. Promotes and supports the development of scholarship
6. Facilitates Faculty advancement
7. Promotes high academic standards
8. Manages Faculty and staff workload effectively
9. Manages conflicts effectively
10. Plans, develops, and oversees the curriculum effectively
11. Plans the scheduling of courses effectively
12. Monitors and conducts annual evaluations of Faculty performance effectively
13. Successfully recruits qualified faculty members

### **Personal Qualities**

The Department Chair:

1. Is ethical in his/her work, behavior and interactions
2. Is professional in his/her work, behavior and interactions
3. Is committed and dedicated to the department and School
4. Has positive attitude and energy
5. Is an effective communicator
6. Encourages and accepts comments and suggestions