

Review and Evaluation of Department Chairs

The review process assesses and evaluates the performance of Department Chairs as faculty members and administrators, and identifies areas of needed improvement. This is performed annually and includes three parts: self-assessment, input of department faculty, and evaluation by the school 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.

Evaluation by faculty

The opinions and comments of full-time department faculty about the performance of the Department Chair as administrator are collected annually via an anonymous survey that is circulated by the dean's office and addresses three areas: leadership, administrative and management effectiveness, and personal qualities (Appendix). Collected information also provides further insight on the needs of department faculty and helps guide the department's goals and priorities.

Evaluation by school Dean

The Dean's annual review of Department Chairs incorporates the Chair's self-assessment, the input of faculty, and the Faculty Annual Activity Reporting and Career Planning.

Appendix: Annual Faculty Survey for the Evaluation of Department Chairs

The criteria for the annual faculty evaluation of the department Chair cover the following areas vis-à-vis the Chair's respective department faculty: Leadership; Administrative and Management Effectiveness; and Personal Qualities, with space for additional written comments.

Faculty 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"; or "strongly disagree":

Leadership

The Department Chair:

1. Leads by example
2. Takes proper initiatives
3. Makes informed decisions
4. Has clear vision for the department
5. Ensures department stability and growth
6. Is an effective solution-finder and problem-solver
7. Promotes a supportive culture of collaborative teamwork
8. Follows the school mission, vision, core values and educational goals
9. Follows the university and school policies
10. Balances the school and university strategic directives with department needs

Administrative and Management Effectiveness

The Department Chair:

1. Effectively manages the day-to-day department operations
2. Guides and mentors faculty
3. Ensures quality of the deliverables
4. Effectively addresses students' needs and concerns
5. Effectively manages courses and educational programs
6. Effectively and equitably manages faculty workload
7. Promotes faculty research advancement
8. Promotes faculty teaching and learning effectiveness
9. Facilitates equitable faculty engagement in service and school/university life
10. Effectively and equitably conducts annual faculty evaluations
11. Holds regular department meetings with proper order of business
12. Maintains proper oversight of physical facilities (e.g., laboratories, practice sites)
13. Has an understanding of and commitment to accreditation requirements

Personal Qualities

The Department Chair:

1. Has high integrity and ethical standards
2. Has effective communication and interpersonal skills
3. Is professional in behaviour and attitude
4. Effectively prioritizes tasks and manages time