

**Sample 2: Midterm-Feedback Department Chair/Director
(qualitative information)**

Purpose: This review is to provide feedback to the Chair/Director with respect to the duties and responsibilities outlined in the Academic Senate Policy (F11-145) most recent policy on selection, appointment, and review of department chairs and equivalent unit directors. This review will occur early in the spring semester of the second year of the Chair/Director's three year term.

University Policy describes the chairs responsibilities in four main categories of responsibilities and duties:

- I. ACADEMIC PROGRAMS
- II. STUDENT AFFAIRS
- III. FACULTY AFFAIRS
- IV. ADMINISTRATIVE RESPONSIBILITIES

Below please comment on your experiences with the Department Chair/Director in each of these areas. Please provide as much detail as possible in your written comments about strengths and areas for improvement. Attention to collegial language and constructive feedback is highly encouraged. The identity of all contributors will be kept confidential. Thank you in advance for your time and thoughtfulness in providing input to this mid-term feedback process.

I. ACADEMIC PROGRAMS

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| <ol style="list-style-type: none">1. Assumes the leadership in the development and direction of quality academic programs.2. Works with the department faculty in academic program planning and review, and curriculum development and revision.3. Prepares the class schedule in consultation with department faculty or appropriate department committee. |
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II. STUDENT AFFAIRS

1. Supervises, advises, provides information, signs documents and petitions, and otherwise facilitates resolution of administrative difficulties students may encounter.
2. Promotes department activities (programs, competitions, awards, professional organizations, clubs) and recruits potential majors/minors.
3. Is available to receive students' comments and suggestions about courses, instructors, and programs.
4. Attempts to resolve complaints, differences, or grievances between students and faculty.

III. FACULTY AFFAIRS

1. Encourages collegial and full participation of all members of the department in recognition that governance of the department is a joint and cooperative endeavor.
2. Participates in the faculty personnel processes of hiring, retention, tenure and promotion with the tenured members of the department and other faculty matters within existing Trustee policy, the Collective Bargaining Agreement, and University and college policies.
3. Makes an independent recommendation regarding hiring, retention, tenure, and promotion after reviewing recommendations from the department's elected H RTP Committee.
4. Performs the evaluation and recommends the appointment or subsequent appointment of temporary faculty either after receiving department peer review committee recommendation or upon delegation by voting members of the department in accordance with Academic Senate policy and the Collective Bargaining Agreement.
5. Provides leadership at the department level in the implementation of the University's affirmative action policy.
6. Promotes the professional development of the faculty.
7. Establishes, after consultation with the faculty, appropriate departmental committees.

IV. ADMINISTRATIVE RESPONSIBILITIES

1. Conveys pertinent information to, from, and within the department.
 2. Presents issues that have potential impact on the department to faculty and staff.
 3. Invites and responds to comments and suggestions of faculty and staff.
 4. Represents the department within the college, university, community, and professions.
 5. Works with the college dean on management of resources, including the establishment of enrollment targets, allocation of faculty positions, and all budget matters.
 6. Organizes and supervises department expenditures.
 7. Monitors departmental compliance with university regulations and deadlines.
 8. Hires and supervises department staff.

V. OVERALL EFFECTIVENESS AS CHAIR/DIRECTOR

Please summarize your opinion of the Chair's/Director's OVERALL EFFECTIVENESS AS CHAIR/DIRECTOR.

Please identify your role:

- Student Staff/Administrator Faculty

Information from this questionnaire is confidential.