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**APPENDIX VC**

**EVALUATION OF CHAIRPERSON/SCHOOL DEAN BY FACULTY FORM**

|  |  |
| --- | --- |
| Date: | *Date* |
| Name of Chairperson/Associate Dean: | | | *Faculty Name* |
| Academic School: | | *Enter text here* | |
| Department: | | *Enter text here* | |

**SCALE:**

(5) Excellent; (4) Very Good; (3) Good; (2) Fair; (1) Poor

How would you rate your Chairperson/Associate Dean in terms of:

|  |
| --- |
| **I. ADMINISTRATION** |

|  |  |
| --- | --- |
| Calls and presides over monthly department meetings | Scale |
| Encourages faculty input | Scale |
| Gives reports from Chairperson/School Deans’ meeting | Scale |
| Obtains and approves course outlines | Scale |
| Plans course offerings and faculty assignments with department members | Scale |
| Arranges for student advisement | Scale |

|  |
| --- |
| Supporting Comments: |
| *Enter text here* |

|  |  |
| --- | --- |
| **II. MAINTAINING AND FURTHERING STANDARDS IN THE DEPARTMENT** | |
| Recruits new faculty as need arises | Scale |
| Orients new faculty | Scale |
| Evaluates members of the department in matters of professional conduct, academic standing and teaching performance | Scale |
| Plans with faculty and student’s curriculum changes | Scale |
| Plans new courses and revision of new courses | Scale |

|  |
| --- |
| Supporting Comments (*must be included*): |
| *Enter text here* |

|  |  |
| --- | --- |
| **III. PROVIDING OPPORTUNITY FOR EXCELLENCE IN THE DEPARTMENT** | |
| Rapport with department members and students | Scale |
| Encourages membership in professional organizations, attendance at meetings, research and publication | Scale |
| Makes available resource materials | Scale |
| Promotes faculty initiative and creativity | Scale |

|  |
| --- |
| Supporting Comments: |
| *Enter text here* |

|  |  |
| --- | --- |
|  | |
| Considering all facets, how would you evaluate the effectiveness of this person? | Scale |

|  |
| --- |
| Supporting Comments: |
| *Enter text here* |