

## DEPARTMENT CHAIR FEEDBACK FORM

**PURPOSE:** The purpose of this feedback form is to provide input to the Dean in formulating an evaluation of your Department Chair or Program Director. Please answer the following questions honestly, tactfully, candidly, and objectively. Please include a balanced reflection of strengths and suggested changes to improve your Department Chair's or Program Director's performance in his or her position. Your observations and opinions are particularly valuable if your feedback is constructive and will aid the Dean in assisting the Chair in becoming more effective. Use as much space as you need and include specific examples whenever possible. Thank you for supporting your colleagues by participating in this feedback process.

NAME OF CHAIR/PROGRAM DIRECTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

### INSTRUCTIONS FOR SUBMITTING YOUR FEEDBACK

1. Complete this form electronically, then email to the Dean as an attachment. If the space provided is insufficient, please attach additional pages.
2. On the subject line, include the following:
  - a. Your name
  - b. Your status: Full-time faculty / Part-time faculty / Staff
  - c. The words: Chair Feedback
3. The Dean shall delete the email and any lists of names of submitters once the evaluation letter is completed. Your comments will not be identified to the Chair as coming from you.

COMMENTS/EXAMPLES REGARDING CHAIR PERFORMANCE:

1. STRENGTHS: In which areas of his/her performance has the Chair been most successful? What do you feel contributes most to those successes? What contribution(s) has this Chair made to the department?

2. AREAS FOR IMPROVEMENT: What changes in knowledge, operational/administrative style, and/or skills would make the Chair more effective? How would these changes improve the Chair's performance?

3. FOCUS AREAS: Please comment to the extent you are able on (a) the Chair's ability to create a learning environment conducive to excellence; (b) the Chair's ability to represent the needs and interests of the department; (c) the Chair's ability to plan, manage and allocate resources including budget, enrollment, and facilities.

4. OTHER PERTINENT COMMENTS: