

April 15, 2008

TO: Faculty, College of Arts and Sciences  
Faculty, College of Business Administration  
Faculty, College of Education  
Faculty, College of Humanities and Social Sciences

FROM: David E. Payne  
Provost and Vice President for Academic Affairs

SUBJECT: Evaluation of Department Chairs

Within the next few days you, as a full-time tenure track faculty member, will be asked to participate in the evaluation of your department chair. The procedure is for the senior tenured faculty member in your department to provide you with a copy of the evaluation instrument. You will be requested to complete the evaluation form and return it to the dean of your college. The dean will use the forms, along with other information at his/her disposal, to conduct an evaluation of the chairs with whom he/she works. As you can see from the procedure, the success of the evaluation process will depend heavily upon your participation and your professional judgment.

As in the past, the academic deans will likewise be subjected to an evaluation on the basis of information provided by the department chairs with whom they work and by the academic vice president.

Your participation in the academic administrator evaluation process will be greatly appreciated.

DEP:dlr  
bcc Dr. James F. Gaertner