

CHAIR PERFORMANCE EVALUATIONName of Administrator Being Evaluated WES JOHNSON

Please evaluate the chair's performance for each item below by writing **ONE** number in the appropriate box according to the scale: X=No Opinion; NA=Not Applicable; 1=Poor; 2=Fair; 3=Average; 4=Good; 5=Outstanding. Keep in mind that you are evaluating his/her administrative skills and not teaching abilities. Below each section is a space for your comments. In your comments please be specific. Comments may be continued on the back of this form if additional space is needed.

I. SUPPORT OF FACULTY ACTIVITIES

1. Teaching (e.g., scheduling duty assignments, textbook decisions)
 2. Scholarships (e.g., encouraging research, publications, paper presentations)
 3. Faculty development (e.g., promoting of developmental leaves, seminars, study programs)
 4. Advocacy (e.g., representing the faculty to the administration)

COMMENTS:

II. SUPPORT OF STUDENT ACTIVITIES

1. Academic/career counseling of majors and minors
 2. Involvement of students in professional activities (e.g., clubs, seminars)
 3. Recruitment (e.g., communicating with alumni and prospective students)

COMMENTS:

III. DEPARTMENTAL DEVELOPMENT

1. Curriculum (e.g., conducting periodic review)
 2. Involvement of faculty (e.g., keeping the faculty informed, seeking faculty advice and reaction in unit matters)
 3. Actively responding to faculty concerns
 4. Evaluation (e.g., fair evaluation of faculty and staff)

COMMENTS:

IV. PROCUREMENT AND MANAGEMENT

1. Development and management of facilities, supplies, equipment, and other resources
 2. Management of secretarial and student worker services
 3. Recruitment (e.g., filling faculty and staff vacancies)
 4. Affirmative action (e.g., actively recruiting minority faculty, staff, and students)

COMMENTS:

V. ADMINISTRATIVE ATTRIBUTES

1. Standards (e.g., practicing and promoting high academic and ethical standards)
 2. Vision (e.g., anticipating and preparing for unit's future needs)
 3. Concern (e.g., recognizing and providing for individual needs of faculty and staff)

COMMENTS:

VI. OVERALL EVALUATION AS ADMINISTRATOR

COMMENTS:

PLEASE DO NOT SIGN FORM