MEMORANDUM

Date: March 14, 2008

To: Elizabeth J. Stroble
Senior Vice President, Provost and Chief Operating Officer

From: George K. Haritos
Dean, College of Engineering

Subject: Chair Review Guidelines and Criteria

The attached Chair review guidelines and criteria have been approved by the Faculty of the Department of Chemical and Biomolecular Engineering on April 25, 2007. I have approved all attached guidelines and criteria.

If you concur, we ask that you also approve the guidelines and criteria.

[Signatures and dates]

Faculty Representative
4/15/2008

Department Chair
4/15/08

Dean
17 April 2008

Senior Vice President, Provost and Chief Operating Officer
4/23/08
Procedure for Chemical and Biomolecular Engineering Chair Review

Purpose

To create a review of the department chair of Chemical and Biomolecular Engineering that addresses the progress of the department pursuant to Article 10 (Governance), Section 5 of the Collective Bargaining Agreement (CBA) between The University of Akron (UA) and the American Association of University Professors (UA Chapter, AAUP).

Procedure

The review will be conducted during the final year of the department chair's term of appointment, should the chair wish to be considered for an additional term.

During the final year of the chair's term of appointment, the department will form a Chair Evaluation Committee. The composition of this committee, and all related guidelines for the election and appointments of its faculty members, will be in accordance with Section 5 (part A 1), Article 10 (Governance) of the UA/AAUP CBA.

The Chair Evaluation Committee will meet and select a chair. The committee chair will call meetings as necessary to carry out the duties outlined below. Once the review report of the chair has been submitted to the dean of the college the committee will have completed its duties.

Committee Duties

1) The committee shall request from the department chair an open-ended, concise written response to a set of questions developed by the committee and approved by the bargaining unit faculty. These questions may include

a. How successful have you been in overseeing the day-to-day operation of the department?
b. How successful have you been in advising, promoting, and supporting faculty of all ranks, graduate students and staff to meet the mission of the department regarding research, teaching and service?
c. What departmental accomplishments are you most proud of and what role did you play in them?

2) The committee shall arrange for the department chair to make his or her vita available to all faculty members of the department.

3) The committee shall develop and distribute a quantitative review questionnaire to all faculty and staff members of the department and others who the committee may select with approval by a majority of the faculty; an example is attached. The committee shall invite written qualitative evaluations from all people surveyed. The committee will then calculate an average and standard deviation of the responses to the quantitative questions, summarize the qualitative evaluations and combine these two elements into one document for review by the faculty; a copy of all responses (quantitative and qualitative) will be attached as an appendix. Individual departmental faculty and staff members can choose to make anonymous written qualitative and summary evaluation, to be included in a summary of individual members' evaluations in the committee's report to the dean.
The questionnaire and written evaluations shall be kept anonymous pursuant to Article 10, Section 5, Part A.3 of UA/AAUP CBA. Responding to the questionnaire shall be voluntary.

4) The committee shall collect performance data from the department over the chair’s term including quantitative measures of research productivity, teaching excellence, and service to the department, college and the chemical engineering profession.

5) The committee chair shall arrange for all bargaining unit faculty to meet to review and deliberate on the results of the gathered questionnaires and individual members’ evaluations before writing the review report. The department chair shall not attend the chair review meetings unless invited by the committee for providing information and/or responses. Bargaining unit faculty who are unable to attend these meetings can communicate their evaluations in writing directly to the committee chair.

6) The committee shall write a draft of the review report based on the data collected and the deliberations of the bargaining unit faculty. The draft recommendation prepared by the committee chair shall be made available to bargaining unit faculty for review before the final review meeting. Additional meetings may be required depending upon the extent of the deliberations. The department chair shall not attend the chair review meetings unless invited by the committee for providing information and/or responses. The report will be reviewed by the bargaining unit members of the department and will be discussed with the chair. The chair will be given a chance to respond to the report. Once the chair has had a chance to review the report and the committee has addressed any concerns, the report will be forwarded to the Dean of the College of Engineering.
Department Chair Evaluation (confidential)

The qualities expected of a Department Chair are listed below. Please evaluate our Chair on these qualities using a four point scale:

4 Superior
3 Very Good
2 Average
1 Poor
0 Unsatisfactory

A. Leadership

A department chair should have a perceptive vision of what the Department can achieve and should inspire, encourage, support, and reward the highest levels of scholarship, teaching, research, and service and lead the faculty by example to a full utilization of their abilities.

<=Rating on Leadership

Explanations, comments, and suggestions:

B. Advocacy on and off campus

A department chair should be responsive to the needs of, and an advocate for their faculty in advancing the goals, needs, and interests of their Department in the College, the University, and off-campus.

<=Rating on Advocacy

Explanations, comments, and suggestions:

C. Management/Implementation

A department chair should have a management style and an ability to implement policies consistent with his/her responsibilities.

<=Rating on Management Style

Explanations, comments, and suggestions:

<=Rating on Implementation

Explanations, comments, and suggestions:

D. Communication

A department chair should listen to and understand communications from faculty and students, and should communicate his/her reports and decisions in a clear, concise, and timely manner. Communications skills include (but are not limited to):

* responsive to the needs of, and advocates for, their faculty
* reporting link between the faculty and the dean
* confer with the dean concerning details of department and college budget recommendations
* advise the faculty in matters of scholarship, teaching, research, and service

Rating on Communication

Explanations, comments, and suggestions:

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E. Human Relations

A department chair should be characterized by consideration and fairness to faculty, staff, and students, particularly in matters involving teaching duties, committee assignments, departmental service assignments, salary, and reappointment, tenure, and promotion.

Rating on Teaching Duties, Committee Assignments, and Departmental Service Assignments

Explanations, comments, and suggestions:

Rating on Salary Matters

Explanations, comments, and suggestions:

Rating on RTP Matters

Explanations, comments, and suggestions:

Additional comments, suggestions, explanations, etc.