DATE: 18 April 2008

TO: Elizabeth J. Stroble
Sr. Vice President, Provost and C.O.O.

FROM: Ronald F. Levant
Dean

RE: Chair Review Guidelines

The attached guidelines have been approved by the Faculty of the Department of Geography and Planning on 14 April 2008.

I have approved the attached guidelines.

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

[Handwritten Signatures]

Department Chair or Faculty Representative

Dean

Senior Vice President, Provost and Chief Operating Officer
Department of Geography and Planning Guidelines for Evaluation of the Chair  
(as required by Article 5 Section 5(A)2 of the Collective Bargaining Agreement)  
(approved March 13, 2006)  
(Approved by Bargaining Unit Faculty, April 14, 2008)  
(Approved by Department Chair, 17 April 2008)

The Department Chair review process includes the following sections:

Chair Review Committee

The Chair Review Committee shall consist of four members of the bargaining unit faculty of the Department: two elected by the faculty, one appointed by the Dean and one appointed by the Provost.

During the semester before the review process (usually Fall), all bargaining unit members shall meet to elect two faculty representatives to the Chair Review Committee. These names will be submitted to the Dean. From the remaining pool of faculty members, the Dean and the Provost shall each select one representative to the Chair Review Committee.

It is the intent of the Department to have the Chair Review Committee in place by the start of the semester during which the review takes place (usually Spring).

Duties of the Committee

1) The Committee shall meet to elect a chair

2) The Committee shall request from the Chair open-ended written responses to the following questions:
   a. Describe your contribution to carrying out the mission of the Department related to teaching, research and service.
   b. Describe your efforts to handle department business efficiently and effectively.
   c. Describe your contribution in advancing the Department in key areas such as new program initiatives, interdisciplinary collaboration, student retention and obtaining external funding for research.
   d. Explain how you have promoted a collaborative style of decision-making and made administrative decisions in a fair way.
   e. Evaluate your involvement and effectiveness in mentoring faculty and staff.
   f. Describe your contribution to creating and achieving a Departmental vision and strategic plan for the future.
   g. Describe and evaluate your approach and contribution to maintaining a climate of collegiality and enthusiasm at all levels, including faculty, staff and students.
   h. Describe how you have encouraged and supported diversity within the Department.
   i. Describe your efforts to maintain contacts with alumni.
3) The Committee shall ask the Chair to make his or her vita and the answers to the questions available to all members of the department.

4) The Committee shall create and distribute a questionnaire to all members of the Department (faculty, adjunct faculty, staff, and students) and invite written responses on the following:

a. On a scale from 1 to 5 (5 being highest), rate the Chair’s overall performance on the criteria listed in section 2.

b. The questionnaire will also allow faculty to include open-ended written comments on the chair’s performance.

5) The questionnaire shall be anonymous (no names shall be requested). Responding to the questionnaire is voluntary. Responses will be available for review by bargaining unit faculty with results separated by unit (faculty, adjunct faculty, staff, and students) as long as respondents can remain anonymous.

Meeting of Chair Review Committee with Bargaining Unit Faculty

1) The Committee will assemble the questionnaire responses from all groups into one document for review by the bargaining unit faculty. This document, as well as the Chair’s response to questions, shall be made available to bargaining unit faculty for review before the meeting.

2) The Committee shall call a meeting to review the results of the questionnaires and chair responses. Bargaining unit faculty, including those who are unable to attend the meeting, may submit a written statement to the meeting.

3) The Chair shall not attend the Chair Review meeting. Additional meetings may be required depending on the extent of the deliberations. At the discretion of the bargaining unit faculty, the Chair may be invited to attend the meeting to answer questions.

4) The Review Committee shall submit the summary report of findings and minutes of the Chair Review meeting to the Dean, bargaining unit faculty, and Chair.

5) The report and questionnaires shall be kept on file in the Department as part of the Department’s permanent records.