DATE: 11/19/2007

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 Public Administration and Urban Studies on 11/19/2007.

I have approved the attached guidelines.

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

[Signature]
Department Chair or Faculty Representative  
11-19-07  Date

[Signature]
Dean  
11/4/07  Date

[Signature]
Senior Vice President, Provost  
and Chief Operating Officer  
12/4/07  Date
Chair Review Process for
The Department of Public Administration and Urban Studies

Purpose

To state the process and content of the Public Administration and Urban Studies Chair review to be conducted when a continuing Chair seeks another term.

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 select two Committee members. Once the Dean and Provost have each appointed the additional two Committee members, the Committee composition will be communicated to the faculty. 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).

Committee Duties

1) The Committee shall request from the Chair an open-ended written response to eight statements.
   a. Describe your contribution to carrying out the annual goals of the department since your term in office began.
   b. 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.
   c. Explain how you have promoted a collaborative style of decision-making and made administrative decisions in a fair way.
   d. Evaluate your involvement and effectiveness in mentoring faculty, part-time faculty and staff.
   e. Describe your contribution to creating and achieving a Departmental vision and strategic plan for the future.
   f. Describe and evaluate your approach and contribution to maintaining a climate of collegiality and enthusiasm at all levels, including faculty, staff and students.
   g. Describe how you have encouraged and supported racial/ethnic diversity within the Department among faculty, staff and students.
   h. Describe your efforts as a departmental advocate to the College, University and beyond.
2) The Committee shall arrange for the Chair to make his or her written response and vita available to all members of the department.

3) The Committee shall arrange for review of recommendations of this Chair’s previous review (if the Chair is not in his/her first term).

4) The Committee shall distribute a questionnaire to all members of the Department including faculty, department auxiliary faculty, staff and graduate students and invite written response from all members. Responding to the questionnaire is voluntary and may be anonymous at the respondent’s request.

   a. How successful has the Chair been in carrying out the mission of the Department related to teaching, research and service?
   b. How successful has the Chair been in advancing the Department in key areas such as new program initiatives, interdisciplinary collaboration, student retention and obtaining external funding for research?
   c. Has the Chair promoted a collaborative style of decision-making and made administrative decisions in a fair way?
   d. How effective has the Chair been in mentoring faculty and staff?
   e. Has the Chair helped the Department to create a vision and strategic plan for the future?
   f. Has the Chair maintained a climate of collegiality and enthusiasm and interacted effectively at all levels, including faculty, staff and students?
   g. Has the Chair supported racial/ethnic diversity within the Department among faculty, staff and students?
   h. Any additional comments? Provide a written qualitative and summary evaluation if you so desire.
   i. Would you recommend that the Chair continue for another term?  ____Yes  ____No

Input should be restricted to include only those persons directly affected by this Chair’s term (that is, this is a performance review of the Chair’s performance and not a review of the Chair’s scholarly record of accomplishment).

The Committee will assemble these responses into one document for review by the bargaining unit faculty. The Committee shall be responsible for maintaining anonymity in summary responses. Responses will be made available by units including faculty, department auxiliary faculty, staff and graduate students as long as respondents can remain anonymous.

**Chair Review Meeting**

The summary document assembling all responses from all groups, as well as the Chair’s responses to questions, shall be made available to bargaining unit faculty for review before the meeting.
The Chair shall not attend the Chair Review meeting.

Additional meetings may be required depending on the extent of the deliberations.

The Committee shall arrange to meet to summarize the results of the deliberations. The Committee will summarize the findings and develop a statement of negative and positive feedback which will be presented to the Dean. This summary statement shall first be circulated to the bargaining unit faculty to assure that the narrative is representative of the deliberations.

The Chair Review Committee will communicate to the Department Chair the results of the summary report.

Questionnaires and a record of the process shall be kept on file in the Department as part of the Department’s permanent records.