MEMORANDUM

TO: William M. Sherman
   Sr. Vice President, Provost, and C.O.O.

FROM: Phyllis O’Connor
   Interim Dean, University Libraries

RE: Chair Review Guidelines – UL Electronic Resources Department

The attached chair review guidelines have been approved by the Electronic Services Department on February 4, 2014.

I have approved all attached guidelines.

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

[Signatures]
Faculty Representative
Date

Interim Dean
Date

Senior Vice President, Provost and Chief Operating Officer
Date
University Libraries Electronic Services Department Chair Review Guidelines

Approved: February 4, 2014; Final: March 3, 2014
Karen A. Plummer, Susan Ashby, Frank J. Bove, Michelle Mascaro, David Prochazka

PURPOSE

The Collective Bargaining Agreement (CBA) between the Akron-AAUP and The University of Akron sets forth the basic guidelines for faculty participation in the review of Department Chairs/School Directors in Article 10, Section 5, as follows:

In consultation with the bargaining unit faculty of the department and with the concurrence of the dean, the chair/school director will establish annual goals. The dean shall assess annually the performance of the chair/school director measured against those goals and shall report the results of that assessment to the chair/school director.

During the final year of the department chair’s/school director’s term of appointment, those who wish to be considered for an additional term shall be subject to a more formal performance review of the preceding term. The review shall also apply to those who have served into their fourth (4th) year as interim chair/director.

In accordance with Article 10, Section 5 of the CBA, this document provides a procedure for reviewing the Chair of the Electronic Services Department in University Libraries. Historically, chairs in the University Libraries have been appointed on either an interim or permanent basis, as opposed to a specified term, therefore, the bargaining unit faculty in the Electronic Services Department agree that review of the chair, whether permanent or interim, will be conducted once every four years.

CHAIR REVIEW COMMITTEE (CRC)

Article 10, Section 5, Subsection A.1 of the CBA states that “An evaluation of the chair’s/school director’s performance shall be conducted by a committee of four (4) members of the bargaining unit of the department: two (2) elected by the bargaining unit faculty, one (1) appointed by the Dean, and one (1) appointed by the Provost.” If there are not enough bargaining unit faculty in the department to form the committee, the remaining committee members shall be selected from bargaining unit faculty within other University Libraries departments.

CHAIR REVIEW PROCESS

I. The CRC will request from the Chair

A. Goals submitted to the Dean during the term of the review
B. A current curriculum vitae to be made available to all bargaining unit faculty members in the department
C. Ratings (scale: Very Poor, Poor, Satisfactory, Good, Very Good) and written answers to questions which shall include, but does not have to be limited to the following questions:
   1. How successful have you been in fulfilling the role of Chair and completing the most important tasks, including management of the department?
2. How successful have you been in meeting your annual goals during the term of review?
3. How successful have you been in working with the Electronic Services bargaining unit faculty, staff, and student employees in:
   a) Clearly and effectively communicating expectations for performance and providing regular feedback on performance.
   b) Ensuring timely communication of information from Department Heads meetings, other UL departments, etc.
   c) Providing timely follow-up on questions/projects?
4. How successful have you been in forging initiatives and establishing goals for the department?
5. How successful have you been as an advocate for the department?
6. How successful have you been in continuing with your own research, teaching, and service?

II. The CRC will distribute a copy of the items requested in Section I above to all staff, contract professionals, and bargaining unit faculty in the department.
III. The CRC shall also draft and distribute a questionnaire to all members of the department and invite written responses from all members.
   A. Responding to this questionnaire is voluntary and ALL RESPONSES ARE CONFIDENTIAL.
   B. Responses will be summarized by the CRC.
   C. The questionnaire will include a rating scale (scale: Very Poor, Poor, Satisfactory, Good, Very Good) and the opportunity for open-ended responses.
   D. The questionnaire shall include, but does not have to be limited to the following questions:
      1. How successful has the Chair been in fulfilling the role of Chair and completed the most important tasks, including management of the department?
      2. How successful has the Chair been in meeting the annual goals during the term of review?
      3. How successful has the Chair been in working with the Electronic Services bargaining unit faculty, staff, and student employees in:
         a) Clearly and effectively communicating expectations for performance and providing regular feedback on performance.
         b) Ensuring timely communication of information from Department Heads meetings, other UL departments, etc.
         c) Providing timely follow-up on questions/projects?
      4. How successful has the Chair been in forging initiatives and establishing goals for the department?
      5. How successful has the Chair been as an advocate for the department?
6. How successful has the Chair been in continuing with his or her own research, teaching, and service?
7. Overall, how satisfactory has the Chair’s performance been? This section is for respondents to make a written qualitative and summary evaluation for the Chair.
8. Any additional comments.

E. While the questions will be the same for all department members, the committee will summarize the responses in a way that ensures that each constituent’s responses are accurately represented and anonymity is preserved. This summary of the evaluation (pursuant to Article 10, Section 5.A.3 of the CBA) will be made available to the CRC members and will be part of the CRC’s final recommendation.

IV. The CRC will meet in private session to discuss, evaluate, and compile the final recommendation, sharing it with the bargaining unit faculty and staff in the department.
V. The CRC will report its recommendation to the Dean.
VI. A copy of the committee’s report will be sent to the Chair when it is submitted to the Dean.