

## EVALUATION OF CHAIRS

The evaluation of department chairs will be conducted on an annual basis. The evaluation can consist of six items:

1. Chair's Faculty Annual Report (FAR)
2. SPOT scores and other assessments of teaching effectiveness
3. A self-statement in which the person evaluates their performance as chair from a personal perspective in relation to professional and departmental goals and accomplishments.
4. A departmental evaluation submitted by the Departmental Advisory Committee of the chair's performance. The Departmental Advisory Committee will solicit input from all full-time faculty, including instructors and tenured and tenure-track faculty. The letter, submitted to the Dean will be prepared by the Departmental Advisory Committee following established departmental procedures.
5. Individual letters from the faculty may be sent directly to the Dean if the person feels that the confidential nature of their comments cannot be shared with their colleagues. Regardless of the number of individual letters submitted to the Dean, a summary statement on the performance of the chair is required for each department.
6. In addition to the required items (1 – 4) and optional faculty letters (5), the Dean will assess the chair's performance on five general criteria: academic performance and accomplishments, administrative tasks such as completion of reports and requests for information, accountability and fiscal management, advocacy for department, and participation in the TCU community. After reviewing the evaluation information, the chair will meet with the Dean to discuss his/her performance. During the meeting, the Dean will respect the confidentiality of faculty that submitted individual letters.

The evaluations will be used for the purposes of merit and salary adjustments, identifying areas for performance improvement and correction, and as input in the continuing appointment or reappointment of the person as department chair. The chair evaluation process will be conducted during the months of January and February.