

University of New Orleans
Dean's Evaluation
Department/School Chair Administrative Responsibilities

Chair:

Department/School:

College:

Date:

According to AP-AA-23, *Academic Department/School Chair Responsibilities, Roles and Authority*, Department/School Chairs (hereinafter Chair or Chairperson) occupy a unique place in the continuum of academic administrators, as the facilitating link among Department/School (hereinafter Department) faculty members, students, and higher administration. All activities and roles of the Department Chairperson relate to furthering students' best interests and supporting faculty and staff of the Department for the progress of the University of New Orleans in achieving its mission and vision. Chairpersons play six essential roles, serving as:

- Academic leaders of Departments
- Facilitators of departmental and faculty work to ensure effective completion of key administrative and management tasks within established guidelines
- Managers of Department resources
- Representatives of their Department and faculty and staff members to the rest of the University, especially university administration
- Representatives of higher administration to their faculty and staff members and Department
- Representatives of the Department to external bodies

The following evaluation of the administrative duties of the chair by the dean results from first-hand observation, as well as input from the department faculty and staff, and provides an analysis of the chair's performance in three key areas, using the following indicators:

- | | |
|---------------------------------|--|
| 5 (Exceptional) | <i>This chair clearly stands out above all others in a similar position in performing these duties. The chair has performed exceptionally above duties and responsibilities assigned as described in detail below.</i> |
| 4 (Exceeds Expectations) | <i>This chair consistently goes over and above in performing these duties as described below.</i> |
| 3 (Meets Expectations) | <i>This chair regularly performs these duties as expected.</i> |
| 2 (Needs Improvement) | <i>This chair meets most of these duties but lacks in certain areas as described below</i> |
| 1 (Unsatisfactory) | <i>This chair occasionally or regularly fails to perform these duties as asked or expected as described in detail below.</i> |

1. Academic Leadership

Works collegially with faculty, staff, and administrators throughout the university to accomplish Department, College, and University mission, vision, strategic plans, and priorities.

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Provides **leadership** in department and college activities and initiatives.

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Articulates a vision for the Department to campus and external constituencies; leads and coordinates Department strategic planning, curriculum development, and accreditation efforts (if any)

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Promotes excellence in instruction and instruction-related efforts.

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Provides leadership in achieving excellence in research, creative activity, and scholarship.

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Encourages excellence in professional service at the University of New Orleans

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Develops, leads, and encourages **outreach and public service** efforts.

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Provides appropriate support and leadership in meeting department and college's development goals and needs (i.e., active role in university advancement)

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Comments related to academic leadership:

2. Representation and Advocacy

Serves as **department representative and advocate** in the College and across the University

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Works well with a diverse student population, acting as a **spokesperson for student needs**, facilitating recruitment of students, and working toward student success (retention and graduation)

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Provides **recommendations to the Dean and Provost** regarding sabbaticals and other leaves for faculty and staff, as needed.

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Works toward the **collective good** of the faculty, staff, and students

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Comments related to representation and advocacy:

3. Management of the Department

Manages the **fiscal operations** of the department appropriately while staying within allocations and maintaining openness about revenues and expenditures; **allocates resources fairly** and equitably within the department; advocates for department needs balanced with effective understanding of the college-wide perspective; collaborates with university advancement and development staff on funding opportunities that would benefit the department's academic programs

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Works to achieve a diverse faculty and an **inclusive department** culture

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Schedules Department **course offerings**, ensuring that schedule building occurs in a timely fashion and that the schedule addresses the needs of students, faculty and facility availability, and the need to generate SCH efficiently and effectively; assigns and assesses the distribution of **faculty workload** including instructional, research, and service responsibilities, according to approved university and system policies

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Leads the processes of **faculty selection** and ensures that the appointment of faculty follows university, college, and departmental policies

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Assists faculty and staff with attainment of their **professional development goals**; oversees and leads department retention efforts; including post-tenure reviews; establishes a positive and constructive tone in **conducting faculty and staff evaluations**, completing evaluations according to established deadlines

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Uniformly **enforces all university, college, and department policies, including tenure and promotion** criteria and procedures, a post-tenure reviews; oversees all department committees to ensure work is completed efficiently; manages department **office operations**

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Encourages and facilitates leadership opportunities for both junior and senior faculty

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Facilitates departmental and faculty work to ensure effective completion of key administrative and management tasks within established guidelines

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Comments related to management:

Overall evaluation of duties as chair

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Comments:

Updates on last cycle's goals:

Goals for next cycle:

Chair's Signature:

Date:

Dean's Signature:

Date:

- ☐ Reappoint 3 Years
- ☐ Reappoint 1 Year (Interim Chairs)
- ☐ Do Not Reappoint