

## **ANNUAL CHAIR REVIEWS IN THE COLLEGE OF EDUCATION & HUMAN SCIENCES**

### **BACKGROUND**

It is the policy of the University of Nebraska-Lincoln to conduct an annual review of each incumbent administrative officer. This policy applies to vice chancellors, deans, department chairs or heads, and directors who supervise faculty and who report to the chancellor or to a vice chancellor. It is the immediate supervisor who reviews each administrative officer annually and it is the supervisor who determines the nature and manner of conducting the review (See REVIEW AND REAPPOINTMENT OF ADMINISTRATIVE OFFICERS, University of Nebraska – Lincoln [Updated July 27, 2001 to incorporate changes approved on 9/9/96].

### **PURPOSE OF ANNUAL CHAIR REVIEWS IN CEHS**

The purpose of the annual chair review is to support chairs in their fundamental roles of leading academic programs to achieve high quality and relevant programmatic goals, of helping faculty members to flourish academically, and of supporting staff members in their duties and professional development.

In the College of Education and Human Sciences annual chair reviews are treated as formative evaluations. As such, they are designed to do the following:

1. Provide constructive yearly feedback to the chair regarding his or her performance in relation to the following categories of administrative behavior:
  - Leadership and vision
  - Planning and follow through
  - Personnel management
  - Resource management
  - Communication
  - Relationships and image
  - Collaboration
  - Personal attributes
  - Academic duties beyond administration
2. Enhance the chair's performance by recognizing areas of accomplishment, identifying potential areas of improvement, making recommendations for the future and making available opportunities for professional development.

### **PROCESSES ASSOCIATED WITH ANNUAL CHAIR REVIEWS IN CEHS**

To make the evaluation process meaningful it must be transparent, inclusive, relevant, respectful of professional standards and timely.

#### **Processes related to transparency**

Evaluation Principle: The scope and mechanics of the evaluation must be known and codified in advance of the evaluation.

#### **CEHS Practices**

- All chairs will be evaluated using the same administrative criteria.
- All chairs will be evaluated using a common rubric.

### **Processes related to inclusiveness**

Evaluation Principle: The evaluation process will feature input at the department level as well as at the Dean's level.

#### CEHS Practices

- Departmental personnel will participate in the annual chair evaluation directly or through a representative process determined at the department level. This process will become part of the department's policies and will be available to the chair and other department members in writing.
- In addition to his or her observations of the chair's performance based on interactions, observed outcomes and relevant documents, the Dean will incorporate department-level feedback into the chair's annual evaluation.

### **Processes related to relevance**

Evaluation Principles: Categories of evaluation will be clearly associated with the chair's administrative responsibilities.  
Individuals providing feedback need to be well informed about the requirements of the position and the job-related accomplishments of the chair.

#### CEHS Practices

- Chairs will be evaluated in accordance with the core administrative criteria outlined above.
- Departments may add criteria based on agreements between unit faculty/staff and the chair.
- Chairs will provide a summary of administrative goals and accomplishments to document their work for the year. (Strategic plans and other relevant documents may also be provided to supplement chair reports.).

### **Processes related to professional standards**

Evaluation Principle: The collection, statistical treatment, and conclusions drawn from evaluation data should be handled with the same rigor, objectivity and confidentiality that would be viewed as sound practice in research.

#### CEHS Practices

- Evaluation forms will be provided to the departments in accordance with each department's written policies.
- To ensure credibility of the results, evaluation forms must be signed on an attached sheet. This sheet will be separated from the form as soon as it arrives in the Dean's Office.

- When the surveys are compiled no names will be associated with any one in particular. This process will enable CEHS to respect UNL procedures, but further protect respondent's anonymity.
- All responses will be kept strictly confidential.
- The numerical results will be reported in aggregate form and the written comments will be transcribed/summarized to maintain the anonymity of the respondents.

### **Processes related to timeliness**

Evaluation Principle: Reviews will occur on a known, regular cycle that provides the time needed to begin to observe changes and results of actions taken and that gives the chair time to incorporate feedback (as he or she considers appropriate) in the near future.

### **CEHS Practices**

- Chairs' annual evaluations will be conducted during the spring semester each year.
- The Dean's Office will initiate the annual review process in January.
- Faculty and staff in departments will provide data related to the chair's annual evaluation to the Dean's Office by January 31.
- The Dean's Office will quantify the results and provide a typed manuscript of comments to the appropriate departmental advisory group (this group is determined by each department).
- Departmental policies will determine whether written comments are provided directly to the chair or whether the departmental advisory group summarizes the written comments prior to meeting with the chair.
- The departmental advisory group will convey evaluation results to chairs within three weeks of their receipt. This will involve a face-to-face meeting between the chair and the departmental advisory group.
- Chairs will meet with the dean for their annual evaluation following their meeting with the departmental advisory group.
- The departmental advisory group should identify themes in the evaluation and consult with the chair regarding how he or she might interpret the results in the context of that unit. The advisory group will convey this information to the chairs in writing.

Approved 2009; amended 2015