

**SOUTHERN UNIVERSITY AT SHREVEPORT**  
**Division of Academic and Student Affairs**  
**Department Chair Evaluation by Division Chair**

NAME: \_\_\_\_\_

DIVISION: \_\_\_\_\_ ACADEMIC YEAR: \_\_\_\_\_

DIRECTIONS: Record all identifying information and responses on this evaluation form.

**RATING SCALE:**

- 5 - Always
- 4 - Most Often
- 3 - Often
- 2 - Sometimes
- 1 - Never

**INSTRUCTIONAL RESPONSIBILITIES:**

- \_\_\_\_1. Is dependable.
- \_\_\_\_2. Completes assigned tasks, reports, etc. on time.
- \_\_\_\_3. Is knowledgeable concerning the affairs of the department.
- \_\_\_\_4. Has adequate knowledge of his/her subject matter.
- \_\_\_\_5. Demonstrates a knowledge of current issue, trends, and techniques in his or her field.
- \_\_\_\_6. Is actively involved in professional development activities (attend and participate in conferences, meetings, lectures, seminars, symposia and workshops.)
- \_\_\_\_7. Participates in student recruitment.
- \_\_\_\_8. Promotes a viable effort for student retention in the department.
- \_\_\_\_9. Participates in community service activities (public and private industry).
- \_\_\_\_10. Presents academic papers or participates on panels at conferences, seminars, or through lectures other than in the classroom setting.
- \_\_\_\_11. Disseminates course syllabi.

- \_\_\_12. Attends University functions.
- \_\_\_13. Adequately covers the material referenced in the outline(s).
- \_\_\_14. Gives assignments (test, quizzes, homework, reports, etc.) that reflect the scope and depth of the course content as described in the course syllabus.
- \_\_\_15. Maintains posted office hours for conferences and advisement.
- \_\_\_16. Meets classes regularly and punctually.
- \_\_\_17. Has communication skills (oral and written) adequate for teaching.
- \_\_\_18. Proctors exams and tests to ensure academic integrity.
- \_\_\_19. Is flexible in accepting teaching responsibilities, including integrating new knowledge and technology.
- \_\_\_20. Participates on University committees.

*Score for Instructional Responsibilities:* \_\_\_\_\_

#### MANAGEMENT AND SUPERVISORY RESPONSIBILITIES:

- \_\_\_1. Is professional in attitude and conduct.
- \_\_\_2. Is interested in the welfare of department members and provides support if needed.
- \_\_\_3. Is interested in the growth and development of the department.
- \_\_\_4. Is dependable.
- \_\_\_5. Is cognizant of the extent and limitations of his/her authority.
- \_\_\_6. Encourages a collegial atmosphere in the department.
- \_\_\_7. Effectively handles complaints from faculty members.
- \_\_\_8. Effectively handles complaints from staff members.
- \_\_\_9. Effectively handles complaints from students.
- \_\_\_10. Effectively handles complaints from outreach constituents.
- \_\_\_11. Is a person of sound judgment, ideas and plans.

- \_\_\_12. Is receptive to new ideas and constructive suggestions for change.
- \_\_\_13. Delights in the successes of the faculty and staff.
- \_\_\_14. Has the confidence of faculty, staff and students, and other key stakeholders.
- \_\_\_15. Keep the division chair informed on departmental developments.
- \_\_\_16. Makes sound decisions.

*Score for Management and Supervisory Responsibilities:* \_\_\_\_\_

**LEADERSHIP RESPONSIBILITIES:**

- \_\_\_1. Completes assigned tasks, etc. on time.
- \_\_\_2. Provides leadership in promoting academic excellence in the department.
- \_\_\_3. Promotes faculty recruitment.
- \_\_\_4. Is committed to excellence in scholarship and continuing professional growth of all members of the department.
- \_\_\_5. Encourages initiative and innovation.
- \_\_\_6. Is knowledgeable concerning the affairs of the department.
- \_\_\_7. Promotes successful departmental instructional programs.
- \_\_\_8. Promotes successful departmental outreach programs.
- \_\_\_9. Demonstrates knowledge of his/her subject matter.
- \_\_\_10. Demonstrates knowledge of current issues, trends, and techniques in his or her field.
- \_\_\_11. Shows involvement in professional activities by attending and participating in conferences, meetings, lectures, seminars, symposia and workshops.

*Score for Leadership Responsibilities:* \_\_\_\_\_

COMMENTS:

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SUMMARY TABLE

Criteria	Number of Questions	Rating Score	Percentages
Instructional Responsibilities			
Management and Supervisory Responsibilities			
Leadership Responsibilities			

Total Number of Questions: \_\_\_\_\_

Mean Rating Score: \_\_\_\_\_

Mean Percentage Score: \_\_\_\_\_

Signature of Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Division Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**SOUTHERN UNIVERSITY AT SHREVEPORT**  
**Division of Academic and Student Affairs**  
**Department Chair Evaluation by Division Chair**  
**Performance Evaluation Results**

NAME: \_\_\_\_\_

DIVISION: \_\_\_\_\_ ACADEMIC YEAR: \_\_\_\_\_

DIRECTIONS: *Please type performance evaluation results on this form.*

Total Score: \_\_\_\_\_

Maximum Score Possible: \_\_\_\_\_

Performance Rating:

Below performance Requirements (Below 70 Points) \_\_\_\_\_  
Meets Performance Requirements (70-79 Points) \_\_\_\_\_  
Exceeds Performance Requirements (80-89 Points) \_\_\_\_\_  
Substantially Exceeds Performance Requirements (90-100 Points) \_\_\_\_\_

Recommended for continuation as Chair: Yes \_\_\_\_\_ No \_\_\_\_\_

Department Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_

Division Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_