

SOUTHERN UNIVERSITY AT SHREVEPORT
Division of Academic and Student Affairs
Division Chair Evaluation by Vice Chancellor

NAME: _____

DIVISION: _____ ACADEMIC YEAR: _____

DIRECTIONS: *Please type all identifying information and responses on this evaluation form.*

RATING SCALE:

- 5 - Outstanding
- 4 - Very Good
- 3 - Satisfactory
- 2 - Needs Improvement
- 1 - Poor

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 division members and provides support if needed.
- ___3. Is interested in the growth and development of the division.
- ___4. Is dependable.
- ___5. Is cognizant of the extent and limitations of his/her authority.
- ___6. Encourages a collegial atmosphere in the division.
- ___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.

Score for Management and Supervisory Responsibilities: _____

LEADERSHIP AND SUPERVISION RESPONSIBILITIES:

- ____ 1. Is receptive to new ideas.
- ____ 2. Implements the decisions of superiors in a rational, effective, and efficient manner.
- ____ 3. Understands the objectives that must be met and interrelationships that must exist in order to carry out his/her tasks.
- ____ 4. Organizes subordinates for maximum efficiency and effectiveness.
- ____ 5. Exhibits exemplary ability in presentation of work, both in the physical sense and in the soundness of facts or concepts.
- ____ 6. Is highly productive.
- ____ 7. Demonstrates ability to achieve effective results without direct supervision.
- ____ 8. Creates an environment which encourages and fosters the development and implementation of new approaches or methods.
- ____ 9. Pursues professional development related to his or her field.
- ____ 10. Participates effectively in administrative and other appropriate University committees.
- ____ 11. Makes positive contributions to analysis, planning, and decision making in relation to University issues.
- ____ 12. Prepares and administers unit budget effectively.
- ____ 13. Establishes effective procedures to ensure accuracy of reports and punctuality of reporting.
- ____ 14. Exercises good judgment and has the ability to make sound decisions.
- ____ 15. Systemizes and coordinates work effectively and promotes cohesiveness within his or her division.
- ____ 16. Completes assignments and meets schedules on time.
- ____ 17. Maintains effective contacts with other public and private institutions, and with the academic community-at-large.
- ____ 18. Demonstrates a commitment to achieving the mission and goals of the University.

- ___19. Seeks out grant opportunities for the division.
- ___20. Works effectively with students.
- ___21. Provides leadership in promoting academic excellence in the Division.
- ___22. Promotes faculty recruitment.
- ___23. Promotes excellence in scholarship and continuing professional growth of all members of the division.
- ___24. Is knowledgeable concerning the affairs of the division.

Score for Leadership and Supervision Responsibilities: _____

ADMINISTRATIVE DUTIES AND RESPONSIBILITIES:

- ___1. Possesses organizational skills.
- ___2. Encourages or promotes student recruitment efforts.
- ___3. Effectively makes decisions at the division level.
- ___4. Promotes a program of effective advisement for students in the division.
- ___5. Promotes a viable effort for student retention in the division.
- ___6. Maintains a current record of graduates in the division.
- ___7. Maintains a current record of students in the division.
- ___8. Assists in graduate's job placement.
- ___9. Is available for conferences with other administrative officers.
- ___10. Involves the faculty in the development and administration of the divisional programs.
- ___11. Keep faculty, staff and students informed of University developments.
- ___12. Schedule regular divisional meetings.
- ___13. Provides a reasonable timeline for faculty input on divisional matters.
- ___14. Is available to students for conferences and advisement.

Score for Administrative Duties and Responsibilities: _____

COMMENTS:

SUMMARY TABLE

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

Total Number of Questions: _____

Mean Rating Score: _____

Mean Percentage Score: _____

Signature of Division Chair: _____

Date: _____

Signature of Vice Chancellor: _____

Date: _____

SOUTHERN UNIVERSITY AT SHREVEPORT
Division of Academic and Student Affairs
Division Chair Evaluation by Vice Chancellor
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 _____

Division Chair's Signature _____ Date _____

Vice Chancellor's Signature _____ Date _____