

Multiple-choice form **Evaluation form for Department Chairs** Multiple-choice form

This form, created by the Bemidji State University Center for Professional Development, is intended for the voluntary use of Department Chairs wishing to include an evaluative instrument as a part of their performance assessment.

**Directions:** Please identify your chair by name: \_\_\_\_\_  
and academic department: \_\_\_\_\_

Record your responses by circling the letter corresponding to your rating using the following scale:

A = EXCELLENT B = GOOD C = FAIR D = POOR E = UNSATISFACTORY N/A = DOES NOT APPLY

**How effective is your department chair in**

1. Providing academic and administrative coordination for your department	A B C D E N/A
2. Fostering an environment within the department which enhances individual growth and development	A B C D E N/A
3. Fostering an environment which enhances departmental growth and development	A B C D E N/A
4. Encouraging all department members to be involved in major departmental decisions	A B C D E N/A
5. Listening to faculty input before submitting course schedules to the dean	A B C D E N/A
6. Writing thoughtful, thorough evaluations of departmental members applying for retention and promotion	A B C D E N/A
7. Providing supportive and useful help to probationary department members regarding their PDPs and improvements they need to make to achieve tenure	A B C D E N/A
8. Advocating for your department to the administration	A B C D E N/A
9. Completing departmental paperwork in a timely fashion	A B C D E N/A
10. Providing leadership in curricular examination	A B C D E N/A
11. Providing leadership in departmental assessment	A B C D E N/A
12. Addressing faculty conflict within the department when it occurs	A B C D E N/A
13. Addressing student/faculty conflict within the department when it occurs	A B C D E N/A
14. Balancing doing and delegating departmental tasks	A B C D E N/A
15. Promoting the department to prospective students and to a wider university audience	A B C D E N/A

**16. Taking everything into account, I consider this chair** A B C D E N/A

**Comments.** Please include any written comments concerning the chair, including specific suggestions for improvement, on the reverse of this page. Send comments about this form to Russ Lee, @ LEEFAC.