

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.

**This narrative form for chair evaluation consists of a series of questions or discussion prompts for your dean to use in conducting a discussion session with your department. Space is provided after each question for the dean to write in summary comments.**

Chair's name: \_\_\_\_\_

Academic department: \_\_\_\_\_

**How effective is your department chair in**

providing academic coordination for your department?

providing administrative coordination for your department?

fostering an environment within the department which enhances individual growth and development?

fostering an environment which enhances departmental growth and development?

encouraging all department members to be involved in major departmental decisions?

listening to faculty input before submitting course schedules to the dean?

writing thoughtful, thorough evaluations of departmental members applying for retention and promotion?

providing supportive and useful help to probationary department members regarding their PDPs and improvements they need to make to achieve tenure?

advocating for your department to the administration?

completing departmental paperwork in a timely fashion?

providing leadership in curricular examination?

providing leadership in departmental assessment?

addressing faculty conflict within the department when it occurs?

addressing student/faculty conflict within the department when it occurs?

balancing doing and delegating departmental tasks?

promoting the department to prospective students and to a wider university audience?

**Taking everything into account, please use a word or two to describe how your chair is doing overall.**