CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1326

POLICY ON PROCEDURES FOR REVIEW OF DEPARTMENT CHAIRS

1. REVIEW PROCEDURES

University policy calls for the regular evaluation of Department Chairs to ensure effective administration of Cal Poly's academic program. This formal review shall occur during the spring term of the third year of each period of service of an academic Department Chair.

The department faculty or an elected department committee, in consultation with the Dean and Department Chair, will develop procedures, criteria, and necessary instruments such as survey questionnaires and/or feedback forms for evaluating the Chair's performance. While the procedures and criteria are defined by tenured faculty, probationary faculty, and full-time lecturers, the process must provide the opportunity for input from all faculty members (including both full-time and part-time lecturers), staff, administrators, and students. A college may elect to use a standard procedure for the review of all its Chairs; however, each department must have the opportunity to supplement the standard procedure. The Dean will report the results of the review of performance to the Provost, who will forward his/her recommendation to the President. A summary of the Dean's report will be provided to the department faculty.

2. INITIATION OF REVIEW

In January, the Associate Vice President for Faculty Affairs shall send each Dean a list of Department Chairs who are scheduled for reviews. In February, the Associate Vice President shall send a memo directly to the Department Chairs with copies to the faculty, informing them that they are scheduled for a review. The review process occurs primarily in spring semester, and the Deans' reviews are submitted to the Associate Vice President by the end of the 14th week.

3. CONTENT OF REVIEW

The evaluation of Department Chairs includes, but is not limited to, 4 major categories of responsibility:

A. Personnel responsibilities (including the Chair's role as an advisor to faculty, staff, and students, judgment in personnel decisions, and effective management of human resources).

B. Curriculum and scheduling (including leadership in developing strong curricula for disciplines in the department, fair assignment of faculty teaching responsibilities, long-range academic planning, and effective scheduling of class hours, rooms, and faculty).

C. Department administration (including planning and management of department budgets, supervision of departmental support staff, technicians, and student assistants, efficient use of equipment and supplies, and fostering acquisition of non-state funds and equipment).

D. Collegiality and cooperation (including leadership in cooperation with other departments, the Colleges/Schools, the University, and alumni to further the academic and scholarly goals of the institution).

Reviews by the Deans and department faculties should emphasize strengths as well as areas for future improvement by the Department Chairs. Every effort should be made to ensure an objective evaluation.

4. PROCEDURES FOR THE REVIEW PROCESS

Although the departments and college scan tailor the review process for their special needs, the general format below must be followed.

1. Development of procedure, criteria, and instruments by the department faculty or an elected committee.

2. The procedure must provide for input from faculty, staff, administrators, and students. Student input can be solicited in the form of signed letters to a designated faculty member, or in the form of an anonymous survey administered to an appropriate sample.

3. Written self-assessment of the Chair, including "state of the department report" summarizing important activities and achievements.

4. The faculty or committee provides the input received to the Dean along with a report that summarizes and analyzes the input received. The department may use the attached Department Chair Performance Evaluation Form as a guide. The Chair receives these materials when the Dean does. The Chair may respond to the department with a copy to the Dean.

5. The Dean writes a report based on the Chair's self-assessment, the report of the faculty committee (with any response provided by the Chair), and the Dean's observations on the Chair's performance. The report may be done using the form provided here.

6. The Dean and Chair meet to review the report and self-assessment.

7. A summary of the Dean's report is made available for review by department faculty and staff. The department report, the Dean's report, and the summary are provided to the Provost.

8. The Chair and members of the department may express disagreement with the report by writing to the Provost.

9. The Provost provides the report and any disagreement expressed to the President.

5. RESULTS OF THE REVIEW

Department Chairs receive acknowledgement letters from the President that recognize their achievements and outline any areas in which change may be desirable.

DEPARTMENT CHAIR PERFORMANCE EVALUATION FORM

Chair:	Dean:
Department:	College:
Chair's Administrative Fraction:	Review Period:

This review considers the department chair's performance in four major areas of responsibility. The dean should include an evaluation of the chair's effectiveness during the time since the last evaluation. Areas of successful accomplishment and innovation should be mentioned, as well as any suggestions for more effective direction of the department.

1. **Personnel management** (This evaluation should include comments about the chair's role as an advisor to faculty, staff, and students, judgment in personnel decisions, and effective management of human resources.)

2. **Curriculum and scheduling** (This consideration should include leadership in developing strong curricula for disciplines in the department, fair assignment of faculty teaching responsibilities, and effective scheduling of class hours, rooms, and faculty.)

3. **Department administration** (This evaluation should include planning and management of department: budgets, supervision of departmental support staff, technicians, and student assistants, efficient use of equipment and supplies, and fostering acquisition of non-state funds and equipment.)

4. **Collegiality and cooperation** (These considerations include leadership in cooperation within the department and with other departments, the Colleges/Schools, the University, and alumni to further the academic and scholarly goals of the institution.)

Department Chair's Response:

I have read this evaluation.

Signature: _____   Date: _____

Comments:

Dean's Signature: _____   Date: _____

Adopted by Academic Senate: 2017-02-22
Approved by President Soraya M. Coley: 2017-09-29