

**Department Chair's Annual Personal Report
and Dean's Evaluation**
for the Period _____ to _____ *

This is a CONFIDENTIAL document.

Department Chair Information

Name (Last, First):

College:

Department:

Rank:

Date Prepared:

Evaluation of the Department Chair's efforts and accomplishments for the one-year period designated above is based upon this report and self-assessment. For each of the evaluative categories that follow, the Department Chair should record the contributions they made during the year under consideration. The Department Chair's Dean will respond in writing to the information contained in each section and indicate whether the Department Chair meets expectations, needs self-improvement or needs improvement with supervision. The report and the evaluation should be accurate and thorough, because they will be used in tenure/promotion considerations and post-tenure review. *Note: For a Department Chair who retires during or at the end of the year or who have received notice of nonrenewal of contract, an annual evaluation need not be conducted.*

**On the year a Department Chair is submitting a portfolio for tenure and/or promotion, they may elect to report activities completed up to the 1st Friday of the Fall semester.*

Statement of Department Chair:

I certify that the information I have supplied in this report is accurate and that my College Dean has reviewed their evaluative comments with me. I understand that I will receive a copy of this document and that I have the right to appeal the evaluation according to the procedure stated below.

Name:

Date:

Note: Upon completion of the evaluation, if the Department Chair declines to sign, the Dean will indicate as much on the signature line and enter the date of the evaluation on the dateline.

Statement of the College Dean:

I have reviewed with the Department Chair my written comments and evaluative judgments contained in this document, and have provided them a copy. This document has been officially filed in the Dean's Office, and a copy has been provided to the Department Chair.

Name:

Date:

Appeal Procedure

A Department Chair who wishes to appeal this evaluation should follow OP 06.20 Faculty Performance Review, section V.E. must first request a meeting with their Dean to discuss any objections. The request must be submitted within 15 working days of the date on which the evaluative conference occurred. If the appeal cannot be resolved at the level of the Dean, the Department Chair may appeal to the Provost. If the appeal cannot be resolved at the level of the Provost, the Department Chair's appeal will be referred to the President, whose decision will be final.

I. Teaching Effectiveness

The criteria for assessing teaching effectiveness in considerations of tenure and/or promotion are (1) course design, (2) out-of-class academic support, (3) continuing development, and (4) collegiality in teaching. For details concerning when and how these criteria apply in seeking tenure or promotion to a particular rank, see Policy OP 06.05 in the MSU Operating Policies and Procedures Manual. ***In evaluating a Department Chair, the Dean should indicate any criteria where performance might weaken chances for continuance, tenure, and/or promotion. Suggestions for improvement should also be offered.**

Examples of activities the Department Chair should include:

- Development and implementation of class activities or assignments that promote critical thinking skills.
- Development of new courses or revision of existing courses, special projects attempted, application of new teaching techniques and instructional application of new technologies that demonstrate practical application of the faculty member's teaching philosophy.
- Student activities, out-of-class instruction/supervision, direction of papers/theses and/or special student projects, or small-group or individual instruction, etc. that demonstrate a favorable and supportive attitude towards students.
- Provide out-of-class academic support of students by offering regular and meaningful feedback on student academic work, providing effective out-of-class instruction/supervision, completion of research related to coursework, independent studies, and/or being available to students outside of class (e.g. faculty supervision of EURECA).
- Scholarly research, course work completed, or experiences at workshops, seminars, or conferences that have enhanced classroom knowledge and expertise.
- Achievement of professional certification(s) and/or teaching awards.
- Instances where efforts have been expended to demonstrate collegiality in teaching – for example, team teaching; interdisciplinary teaching; willingness to teach at odd times and in a variety of formats (e.g., web and other distance courses, concurrent courses, and honors courses); volunteering to teach new classes; contributing to the development, maintenance, and teaching of multiple-section courses; presenting guest lectures when appropriate; substitute teaching for peers when the need arises; relating to others in a respectful and courteous manner inside and outside the classroom; cooperating in the preparation of course/teaching schedules; contributing to the development of common syllabi; and sharing resources.

Note: An official summary of student evaluations and a record of the grade distribution for each of the courses taught during the spring and fall semesters of the evaluation period must be attached to this document.

Department Chair's Report on Teaching Effectiveness

College Dean's Evaluation of Teaching Effectiveness:

Meets expectations

Needs self-improvement

Needs improvement with supervision

College Dean's Comments:

II. Research and Scholarly Activity

The criteria for assessing research and scholarly activity in considerations of tenure and/or promotion are (1) Scholarly and Creative Activities and (2) Scholarly and Creative Recognition. For details concerning when and how these criteria apply in seeking tenure or promotion to a particular rank, see Policy OP 06.05 in the MSU Operating Policies and Procedures Manual. ***In evaluating a Department Chair, the Dean should indicate any criteria where performance might weaken chances for continuance, tenure, and/or promotion. Suggestions for improvement should also be offered.**

In reporting research, creative, and scholarly activity – which should be described succinctly but referenced thoroughly – below are some of the examples the Department Chair should include:

- Traditional:
 - Publication of books, book chapters, monographs, or articles in refereed journals with state, regional, national, or international distribution.
 - Refereed conference proceedings.
 - Publication of creative writing and presentation of artistic performances or exhibitions.
 - Papers, posters, workshops, clinics, etc. presented at professional meetings.
- Applied:
 - Basic research conducted for immediate practical application
 - Integration of information across disciplines
 - Research conducted to assist organizations
 - Special pedagogical applications of existing or original research
 - Application of existing or original research to artistic pursuits and projects
 - Special applications of technology to scholarly or artistic endeavors
 - Development of educational materials and/or software
 - *Primary responsibility* (verified in writing by the Dean) for collection, analysis, and reporting of information or data in connection with assessment and accreditation self-studies
 - Performance or exhibition of artistic projects
- For either:
 - Awards and recognition earned for research, scholarly activity, and/or creative endeavor.
 - Requests for reprints of published research.
 - Any other relevant research, scholarly activity, and creative endeavor.
 - Grant writing
 - Research/creative projects involving students (including EURECA, UGROW) where both the faculty member and student serve as authors.
 - Presentations
 - Instances where efforts have been made to demonstrate collegiality in research and/or creative activity – for example, joint research/creative endeavors with other faculty on or beyond the campus, assisting other faculty or students with research or creative projects, and collaborative writing of research grants.

Department Chair's Report on Research and Scholarly Activity

College Dean's Evaluation of Research and Scholarly Activity:

Meets expectations

Needs self-improvement

Needs improvement with supervision

College Dean's Comments:

III. Service

The criteria for assessing service in considerations of tenure and promotion are (1) service to the university and (2) service to the profession/community. For details concerning when and how these criteria apply in seeking tenure and/or promotion to a particular rank, see Policy OP 06.05 in the MSU Operating Policies and Procedures Manual. ***In evaluating a Department Chair, the Dean should indicate any criteria where performance might weaken chances for continuance, tenure, and/or promotion. Suggestions for improvement should also be offered.**

Examples of service activities the Department Chair should include:

- Departmental, college, and university committee assignments.
- Advising responsibilities (personal, academic, and career counseling; number of advisees; number of hours devoted per semester to advisement of majors).
- Contributions to curriculum development.
- Administrative responsibilities.
- Sponsorship of professional or scholarly activities on campus.
- Sponsorship of student organizations, student development, and other service.
- Student recruitment.
- Faculty recruitment.
- Faculty Forum presentations.
- Judging; and sponsorship of professional or scholarly activities on campus.
- Participation in the formulation of academic policies.
- Participation in UGROW, EURECA not in a supervisory capacity of students or as co-authoring research.
- Awards or recognition earned for campus service.
- Any other relevant university service.
- Instances where efforts have been made to demonstrate collegiality in service – for example, the mentoring of other faculty in adjusting to service expectations, volunteering to participate in university activities or assume administrative responsibilities, volunteering extra time to help students, collaborating with other faculty and/or staff to organize service activities, attending and supporting events organized by other faculty, participating in Family Day, Mustangs Rally, etc.

In reporting service to the profession and community, the Department Chair should include:

- Active involvement in local, regional, state, national, and international organizations (memberships on boards, offices held, committee assignments, organizing and chairing of sessions). Public-service workshops, clinics, talks, exhibitions, and performances.
- Organization or adjudication of academic contests off campus.
- Consulting in one's area of professional expertise or providing expertise to private, city, state, federal, or international agencies.
- Obtaining of external non-research grants for scholarships, student activities, faculty activities, software, equipment, and other resources.
- Civic contributions.
- Humanitarian endeavors.
- Awards or recognition earned for professional or community service.
- Any other relevant professional or community service.

Department Chair's Report on Service

College Dean's Evaluation of Service:

Meets expectations

Needs self-improvement

Needs improvement with supervision

College Dean's Comments:

IV. Miscellaneous (optional)

List of any other relevant activity not previously documented.

V. Guiding Principle

Department Chairs should conduct themselves in a respectful, civil, and courteous manner with other faculty, staff, administrators, and students in attaining the goals of the department, college, and University. Chairs should not address this guiding principle in the APR narrative or the narrative of the tenure and promotion application. Instead, the College Dean will evaluate each Department Chair as part of the Annual Personal Report. The included APRs in the application will provide evidence of meeting this guiding principle.

The Dean should complete the following:

For the reporting period, the Department Chair has complied with the MSU Guiding Principle

For the reporting period, the Department Chair has failed to comply with the MSU Guiding Principle as follows:

VI. Compliance with MSU Policies and Procedures

The Dean should complete the following:

For the reporting period, the Department Chair has complied with university regulations.

For the reporting period, the Department Chair has failed to comply with the regulations noted below:

VII. Administrative Goals and Accomplishments

A. List of administrative goals and projects planned for next year.

B. List of administrative accomplishments for the period covered by this report.

College Dean's Comments: