



PERSONNEL ACTION — DEPARTMENT CHAIR

Part A: To be completed by the *Department Chair*

1. Name _____

2. Title _____

3. Department _____

4. Date of initial appointment to Chair: _____

5. Number of years of applicable service as Chair:

6. Action requested: (Check all that apply and complete as required)

Reappointment for _____ year(s)

Mid-term Evaluation

7. _____
Signature of Chair

Date

INSTRUCTIONS FOR DEPARTMENT CHAIR REVIEW

A. Attach a statement discussing your role in the following areas. Additional descriptions of the chair's responsibilities are attached.

a) Department Management to include office administration, budget, communication within department and external to department and assessment.

b) Faculty Affairs to include recruitment, orientation, and mentoring of new faculty; encouraging growth and performance of current faculty and staff.

c) Student Affairs to include recruiting students, responding to concerns, advising and departmental awards and scholarships.

d) Academic Affairs to include departmental degree programs and curricula, program assessment, academic standards enforcement, and schedule preparation.

Part B:

8. *Action of the Personnel Committee of the Department or School.* Attach additional pages if necessary.

Summarize the performance as:

Satisfactory

Unsatisfactory

Signature of Personnel Committee Chair

Date

11. *Recommendation of Dean.*

Signature of Dean

Date

12. *Recommendation of Provost.*

Signature of Provost

Date

13. *Decision of the President*

Signature of President

Date