

**College of Arts and Sciences  
Department Chair Self-Evaluation**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

I. Academic Planning

- A. Demonstrates leadership in strategic planning and continuous improvement of programs.
- B. Assumes responsibility for writing and revising departmental section of the catalog.

What has gone well in this area? What has not gone well?

II Administration

- A. Prepares class schedules with accuracy and timeliness.
- B. Assigns classes/duties to maximize the capabilities of faculty members.
- C. Turns in reports that are complete, accurate, and on time.
- D. Develops effective and efficient departmental office procedures.

What are your strengths in this area? Weaknesses?

III. Personnel and Budgeting

- A. Communicates effectively and works cooperatively with faculty, staff, and administration.
- B. Recruits new faculty and encourages the professional development and growth of all.
- C. Evaluates faculty members and recommends for tenure, promotion and salary increases.
- D. Plans for next year's budget.
- E. Executes budgets within established limits.

Where are your strengths? Areas where improvement is needed?

IV. Student Related Activities

- A. Participates in Recruiting Activities
- B. Provides for an effective student advising system.
- C. Handles cases of misunderstanding between faculty members and students with sensitivity and good judgment.

What are evidences of strengths? Weaknesses?