

### **PURPOSE**

1. The College of Health Professions (CHP) chairs and directors will be evaluated on an annual and a summative basis.
2. This CHP/PPS is in accordance with Texas State University–San Marcos PPS 1.10 Role, Evaluation and Step-Down Salaries of Department Chairs and School Directors.
3. The University Responsibilities, Primary Responsibilities and Secondary Responsibilities of Chairs and Directors are referenced in PPS 1.10.

### **DEFINITIONS**

For the purposes of this document, the following definitions apply:

1. Annual Evaluation is the review of the chair/director performance obtaining input by March 10 of each year and reaching closure of the review no later than April 15 of each academic year.
2. Summative Evaluation is the review of the chair/director performance at least every four years with a report to the faculty/staff of the department and the provost by March 30<sup>th</sup>. The provost will develop a schedule for summative reviews.

### **COLLEGE RESPONSIBILITIES**

The role and duties of college chairs/directors include but are not limited to the responsibilities at the university, college, and program/department/school level.

1. Chairs/Directors are expected to know the policies of the college and to assist in the implementation of those policies.
2. Chairs/Directors are expected to participate with the dean in the formulation and implementation of new academic policies and educational direction.
3. Chairs/Directors are expected to assist the dean in the development, allocation, and monitoring of expenditures.
4. Chairs/Directors are responsible for assisting and supporting the dean in providing professional and academic leadership for the college.
5. Chairs/Directors are expected to represent their programs/departments/schools to other programs/departments/schools within the college and to the dean.

### **ANNUAL EVALUATION PROCEDURES**

The CHP's dean will:

1. Initiate the annual evaluation of the college's chairs/directors by obtaining faculty and staff input by March 10 and reaching closure on the process no later than April 15 of each academic year.
2. Solicit faculty's evaluation of their chair/director by using the university's performance based instrument (Appendix A). The instrument will be distributed to

- the full-time faculty by the Provost's designated office and provide the required analysis for each chair/director.
3. Review the chair/director's performance with regard to program/department/school goals, objectives, initiatives and policies.
  4. Conduct a personal interview with the chair/director to review faculty's evaluation from the performance based instrument, performance with regard to departmental/program/school goals, objectives, initiatives and policies, and performance of teaching, scholarly and professional service responsibilities. (Appendix B)
  5. Provide evaluation results along with recommendations for the improvement of job performance to the program/department/school's chair/director, faculty and staff.
  6. Provide to the Provost a written summary of the chair's/director's evaluation results and a summary of the results of the numerical evaluations from the performance based instrument including the size of population, number of responses and summarized scores.

### **SUMMATIVE EVALUATION PROCEDURES**

The CHP's dean will:

1. Initiate at least every four (4) years, in addition to the annual evaluation described above, a summative review of the chair's director's performance. The Provost will develop a schedule. The summative evaluation results will be provided to the faculty, staff and the provost by March 30 of the academic year reviewed.
2. Review the previous four (4) annual evaluations giving careful consideration to the views of the faculty, staff, and students.
3. Meet with the personnel committee in the chair's/director's program/department/school to review information from faculty, staff, and students. At this meeting, through secret ballot of the personnel committee and counted by the members of the personnel committee a recommendation of reappointment will be made. The chair/director will not attend this meeting.
4. Meet with the chair/director to review and explain the preliminary evaluation.
5. Provide the chair/director with a summative review recommending reappointment or termination. The chair/director may respond to the dean in writing.
6. Provide a recommendation to the Provost and President for their approval or rejection. When reappointment is made the performance expectations for the following four-year period will be developed from the summative review.
7. Conduct more frequent summative reviews at the discretion of the Provost not to contradict the policy stated in the Rules and Regulations of the Board of Regents, Texas State University System, that "administrative officers...shall serve without fixed term subject to the pleasure of the president and the board".

**CERTIFICATION STATEMENT**

This CHP/PPS has been approved by the following individuals in his/her official capacity and represents College policy and procedure from the date of this document until superseded.

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Ruth B. Welborn, Ph.D., Dean