Texas State University-San Marcos
College of Health Professions

Program/Department Chair/School Director Review

Name ____________________________________________ Faculty Rank __________________________

Department/Program/School ______________________ Date of appointment as Chair/Director ____________

Date of Review ______________________

Note: This document is intended to be used in conjunction with personal discussion and after review of annual documentation provided by chair/director.

ELEMENTS OF REVIEW

I. MANAGEMENT OF ACADEMIC UNIT

a. Organization and Delegation – mission, vision, goals; objectives defined, implemented; work distribution; effective organization

b. Communications – information flow; clarity; completeness; accessibility

c. Faculty and Staff – department morale; judgment; effectiveness in dealing with concerns

d. Accreditation – maintain standards
ELEMENTS OF REVIEW (continued)

II. **RESOURCES MANAGEMENT**

a. **Human Resources**
   1. Faculty – turnover; development and mentoring; diversity recruitment; administration
   2. Staff – turnover; development; diversity administration; productivity
   3. Students – recruitment; advising; responsiveness; demonstrated interest
   4. Others within CHP – appropriate consultation

b. **Financial Resources**
   1. Budget – monitoring and tracking
   2. Development – non-state sources; research and service grants; service contracts and fees; philanthropic support; consultation

c. **Facilities and Equipment**
   1. Space – allocation of available space
   2. Durable goods – clinical and lab equipment; telecommunications and computer equipment
ELEMENTS OF REVIEW (continued)

III. **Teaching**
   
a. *Personal Participation* – classroom, laboratory, small group, clinic, student evaluations

   b. *Curriculum* – new courses, change of courses, electronic formats

   c. *Teaching Environment* – culture within department/program/school

IV. **Research and Scholarship**
   
a. *Personal participation* – principal investigator; team

   b. *Publications* – peer-review; single or multiple authorship; books or chapters

   c. *Papers presented* – invited; competitive peer-review; oral/poster; national/ regional/state/local

   d. *Research environment* - department/ program/school support; research culture
V. **SERVICE**

a. *Clinical/Professional* – effort; recognized skills; consultation

b. *CHP/University Committees* – recognized contribution(s)

c. *External Service* – professional societies; advisory panels; editorial boards; community relations; collaborative

d. *Service Environment* – culture within department/program/school; support of service

VI. **SUMMARY COMMENTS**

a. *Strengths, accomplishments*

b. *Opportunities for development, goal-setting, new initiatives*

c. *Performance Analysis from Faculty Perceptions Instrument*

   Size of population  
   Number of responses  
   Summary of scores
Response by Department Chair/Program Director (optional):

Chair/Director’s Signature

Reviewer’s Signature

Date of Review