Summative Review of Chairs Collection of Evaluation Input

College policies for gathering input for the summative review of chairs/directors should include a selection of the methods listed below, as is appropriate for each individual unit.

1. Data and information collection. The following items should be examined as is appropriate:
   a. Curriculum vita and any written self-evaluation(s)
   b. Quantitative data and comments on prior four annual faculty perceptions surveys and any staff and students’ perceptions polling
   c. Testimonial letters of support
   d. Other

2. Review elements. The following performance aspects should be evaluated as is appropriate:
   a. Strategic plan implementation and assessment of progress toward annual and long term goals, objectives, initiatives and policies
   b. Budget management and allocation of resources
   c. Academic program development and procedures for assessment of learning outcomes
   d. Effective advocacy for unit needs and skilled communication with all constituencies
   e. Satisfactory teaching evaluations
   f. Appropriate research or scholarly/creative activity
   g. Other

3. Input from faculty. Possible methods of gathering faculty input that may be employed as appropriate:
   a. Individual interviews open to faculty from all ranks
   b. Group meetings with non-tenure-track faculty and tenure track faculty in addition to personnel committee as specified in paragraph 6d
   c. Anonymous comments communicated via the external observer
   d. Other

4. Input from staff. Possible methods of gathering staff input:
   a. Individual interviews with administrative support staff
   b. Group meeting with staff members
   c. Anonymous comments communicated via the external observer
   d. Other

5. Input from students. Possible methods of gathering input from students:
   a. Random sample survey of undergraduate student majors
   b. Individual Interviews of a sample group of graduate students
   c. A student survey of all currently enrolled students seeking degrees from the academic department
   d. Anonymous comments communicated via the external observer
   e. Other

6. Input from associated professional organizations and individuals. Submitted or solicited statements from:
   a. College council members and other university colleagues who have worked with the chair/director
   b. Advisory board members, if any
   c. Representatives from accrediting agencies and other professionals in the field or industry
   d. Other