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
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