

# DEPARTMENT HEAD EVALUATION FORM

Name of Department Head \_\_\_\_\_

Department \_\_\_\_\_

Name of Evaluator (Optional) \_\_\_\_\_

From Chapter 1 of the UTK Faculty Handbook: "Department faculty members provide annual objective and systematic evaluation of the head to the dean of the college, following procedures followed in department bylaws that are consistent with University policy. The dean meets with the head annually to discuss job performance. This discussion is based on the review by the department faculty and the evaluation by the dean. The dean provides a summary assessment, including goals established for the coming year, that is available for inspection by departmental faculty." This evaluation form is intended as an example for department faculty. It may be used as presented here, modified, or replaced with an entirely different evaluation form. It may also be used in some colleges to evaluate associate deans who have duties typically assigned to department heads.

5 = strongly agree, 4 = agree, 3 = neutral, 2 = disagree, 1 = strongly disagree, NB = no basis to judge

## LEADERSHIP

5 4 3 2 1 NB

1. Has vision and awareness of future trends in the discipline.
2. Is an effective advocate for the department.
3. Communicates effectively with faculty, staff and students.
4. Builds consensus through broad faculty involvement in decision making.
5. Ensures that there is appropriate balance of research, teaching and service.
6. Works with faculty to plan, execute and review the curriculum.
7. Exhibits integrity in decision-making.
8. Works to encourage diversity.
9. Upholds dept. bylaws, the Faculty Handbook and the Manual for Faculty Evaluation.
10. Remains active in research, teaching and service.

Comments on Leadership (optional):

## RESOURCE ALLOCATION AND MANAGEMENT

5 4 3 2 1 NB

1. Allocates resources to programs consistent with departmental priorities.
2. Involves faculty in setting budgetary priorities.
3. Involves faculty in decisions about facilities and equipment.

4. Supports faculty in generating external funding.

5. Is effective in development activities.

Comments on Resource Allocation and Management (optional):

**PERSONNEL ISSUES**

**5 4 3 2 1 NB**

1. Conducts timely, mission focused, goal setting reviews of faculty.

2. Fosters positive morale in the department.

3. Encourages professional development of faculty.

4. Addresses conflicts fairly and objectively.

5. Treats others with fairness and respect.

6. Works to encourage gender and racial equity.

7. Makes effective use of department staff.

Comments on Personnel Issues (optional):

What are your department head's greatest strengths?

In what ways could she/he be more effective?

What matters need priority attention in the department over the next year or two?

**5 4 3 2 1 NB**

Overall, I am pleased with the performance of the head.

**PLEASE RETURN THIS FORM TO:**

**DUE DATE:**