

SAH College Committee  
12-11-15 Minutes  
1200 Centennial

Members Present: Melissa Bingham, Deborah Dougherty, Eric Gansen, Patrick Grabowski, Megan Lister, Adrienne Loh, Huiya Yan, Heather Schenk

Excused: Anita Baines, Colin Belby, Kasi Periyasamy

1. Approval of minutes from 11-20-15

**Approved 4-0-3**

2. Discussion of chair evaluations

- Department members should be evaluating the Chair for leadership qualities in addition to the regular process departments use for merit.
- Results of Chair evaluations should funnel to the Dean
- There is a basis set of questions that are asked for all Chairs; departments can choose to add questions if they wish
- Surveys are sent out of Deans office – changes to the surveys can be provided to the Deans office

Ideas for Required questions: (Likert scale + NA)

**Plan A:** Standard Questions common to CLS and SOE surveys

1. Advances the department toward agreed upon goals.
  2. Has fair and open communications with faculty, students, and staff.
  3. Facilitates open and professional communication amongst department members.
  4. Assures that personnel and non-personnel resources are utilized effectively.
  5. Fairly and equitably mentors faculty and IAS through the retention, tenure, promotion, merit, and/or post-tenure review process.
  6. Allocates resources in ways consistent with department priorities.
  7. Facilitates positive relationships among and between faculty and staff.
  8. Clearly communicates departmental expectations based on the bylaws for personnel evaluation (career progression, IDP, merit, retention, tenure, post-tenure review, promotion).
  9. Encourages and facilitates department climate conducive to conflict resolution.
  10. Indicate the degree of confidence you hold of your department chair in this role
- Plus open-ended question? Plus comment box for each question?

**Plan B:** Broad categories with ~3 sub-questions under each category?

1. Communication
2. Management
3. Administrative Functions
4. Resource Allocation & Management
5. Interpersonal Skills & Style
6. Personnel Administration & Review
7. Conflict Resolution
8. General Leadership

Dr. Bingham will develop an online survey for Plan B that SAH CC members can contribute to, and we will see how those results evolve. Discussion to continue at the next meeting.

3. Discussion of SAH awards

M/S/P Recommend to the Dean that SAH Excellence Awards be created, and nominees reviewed by SAH CC 8-0-0.

4. Adjourn 4:40 pm

Respectfully submitted,  
Adrienne Loh