**Library Department Chair Evaluation Process**

Procedure

* Occurs 2nd year of a 3-year term
* The director distributes an electronic survey to members of the library department
* Survey administered by library director via online survey instrument
* Measures: the survey has five major sets of questions
* A set of standard items asked in regards to all chairs (5-point - strongly agree/strongly disagree)
  + *1. Advances the department toward agreed upon goals.*
  + *2. Facilitates open and professional communication amongst faculty, staff, and students.*
  + *3. Assures that personnel and non-personnel resources are utilized effectively to reflect departmental priorities.*
  + *4. Fairly and equitably mentors faculty and IAS through the retention, tenure, promotion, merit, and/or post-tenure review process.*
  + *5. Facilitates positive relationships among and between faculty and staff.*
  + *6. Clearly communicates departmental expectations based on the bylaws for personnel evaluation (career progression, merit, retention, tenure, post-tenure review, promotion).*
* A single overall performance item
  + Indicate the degree of confidence you hold of your department chair in this role:
  + *Exceptional confidence – they appear to be doing an outstanding job as chair*
  + *High confidence – they appear to be doing a good job as chair*
  + *Moderate confidence – they appear to be doing an adequate job as chair*
  + *Low confidence – they appear to be doing a weak job as chair*
  + *No confidence – they are doing a poor job as chair*
* A set of open-ended comment boxes regarding chair performance
* A set of open-ended comment boxes regarding departmental goals

Follow-up

* Director meets with chair and provides the aggregate data.
* Director relays common themes from survey comments
* Director discusses their professional feedback on the chair’s performance