|  |  |
| --- | --- |
| **Chair/Director Evaluation** | **CHP/PPS No. 01.02.11**  **Issued: 02/01/2006**  **Revised Date: July 2022**  **Next Review Date: September 2027, (E5YRS)**  **Senior Reviewer: CHP Dean** |

**01. PURPOSE**

01.01 The College of Health Professions (CHP) chairs and directors will be evaluated on an annual and a summative basis.

01.02 This CHP/PPS is in accordance with Texas State University AA/PPS 01.02.11 Role, Evaluation, and Step-Down Salaries of Department Chairs and School Directors.

01.03 The University Responsibilities, Primary Responsibilities and Secondary Responsibilities of Chairs and Directors are references in AA/PPS 01.02.11.

**02. DEFINITION**

02.01 For the purposes of this document, the following definitions apply:

a. Annual Evaluation is the review of the chair/director performance obtaining input by March 10 of each year and reaching closure of the review no later than April 15 of each academic year.

b. Summative Evaluation is the review of the chair/director performance at least every four years with a report to the faculty/staff of the department and the provost by March 30. The provost will develop a schedule for summative reviews.

**03. RESPONSIBILITIES**

03.01 The role and duties of college chairs/directors include but are not limited to the responsibilities at the university, college, and program/department/school level.

03.02 University Responsibilities

a. Participate with all administrative officers of the university in the development of academic standards and support those standards in all interactions with faculty, students, staff, and the public; and

b. Be familiar with, follow, and administer all university and Academic Affairs policies in the program/department/school.

03.03 College Responsibilities

a. Know existing college policies, participate in the formulation of new policies, and assist in the implementation of those policies;

b. Assist and support the dean in providing professional and academic leadership for the college, including strategic planning and budget management; and

c. Represent their program/department/school to other program/department/schools within the college and to the dean.

03.04 Program/Department/School Responsibilities

a. In consultation with the dean, maintain a role as faculty member through activities such as teaching, performing research and scholarship, and engage in internal and external professional service.

b. Provide effective and inclusive leadership that fosters shared governance.

c. Recruit qualified staff while adhering to equity and inclusion goals and guidelines.

d. Supervise and oversee training of program/department/school staff.

e. Communicate all critical matters to the dean.

f. Facilitate effective communication between faculty and administration, including presiding over regular program/department/school meetings, and representing the program/department/school at college council meetings.

g. Prepare the program/department/schools schedule of classes and organize, supervise, and monitor the program/department/schools course registrations each semester.

h. Provide individual counsel to students, staff, and faculty in order to resolve or reconcile differences.

**04. ANNUAL EVALUATION PROCEDURES**

04.01 The CHP’s dean will:

a. Initiate the annual evaluation of the college’s chairs/directors by obtaining faculty and staff input by March 10 and reaching closure on the process no later than April 15 of each academic year.

b. Report the results of the university’s performance-based/perception survey. The survey will be distributed to the full-time faculty by the provost’s designated office and provide the required analysis for each chair/director.

c. Review the chair/director’s performance with regard to program/department/school goals, objectives, initiatives, and policies.

d. Conduct a personal interview with the chair/director to review faculty’s evaluation from the annual program/department chair/school director evaluation with regard to departmental/program/school goals, objectives, initiatives and policies, and performance of teaching, scholarly and professional service responsibilities. (Appendix A)

e. Provide to the provost a written summary of the chair/director’s evaluation results and a summary of the results of the numerical evaluations from the university’s perception survey including the size of population, number of responses and summarized scores.

**05. SUMMATIVE EVALUATION PROCEDURES**

05.01 The CHP’s dean will:

a. At least once every four years, in addition to the annual evaluations, will provide a summative review of the chair/director’s performance to the faculty and staff of the program/department/school, and the Provost and Vice President for Academic Affairs by March 30.

b. Review written evaluation of the chair/director’s work during the previous three annual evaluations and the current year. The review will include, but not be limited to, a careful consideration of the views of the faculty, staff, and students.

c. Call and attend two meetings of the unit’s personnel: an introductory meeting for all stakeholders to set out the procedures and timeline for the review and a concluding meeting.

d. Invite a non-voting external observer, a faculty senator or past senator who has broad knowledge of university policies and procedures. The Faculty Senate, in collaboration with the college dean, will appoint the external observer. At a minimum, the external observer will attend the introductory meeting. Throughout the review process, the external reviewer will be available to all stakeholders to receive comments in confidence and to convey them to the dean, preserving anonymity.

e. Encourage to employ inclusive and confidential methods of gathering input from program/department/school faculty of all ranks, staff members, students who have interacted with the chair/director in their role as chair/director of the unit, and other constituencies, as may be appropriate.

f. Solicit and receive information from faculty, staff, students, and the external observer. The dean will meet with the personnel committee in the chair/director’s program/department/school to discuss the chair/director’s performance. At this meeting, through secret ballot of the personnel committee and counted by the members of the personnel committee, a recommendation of reappointment or non-renewal will be made. The chair/director shall not attend this meeting.

g. Meet with the chair/director giving the chair/director an opportunity to explain or respond to the preliminary evaluation.

h. Provide the chair/director with a summative review recommending reappointment or non-renewal as chair/director. The chair/director may respond to the dean in writing.

i. Forward the recommendation to the Provost, Vice President for Academic Affairs and President for their approval or rejection.

j. Conduct more frequent summative reviews at the discretion of the provost not to contradict the policy stated in the Rules and Regulations of the Board of Regents, Texas State University System, that “administrative officers…shall serve without fixed term subject to the pleasure of the president and the board.”

**06. CERTIFICATION STATEMENT**

06.01 This CHP/PPS has been approved by the following individual in his/her official capacity and represents college policy and procedure from the date of this document until superseded.

Reviewer: Ruth B. Welborn, Ph.D., Dean

Approved: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ruth B. Welborn, Ph.D., Dean