

**APPENDIX D-4**  
**PEER EVALUATION COMMITTEE'S**  
**EVALUATION OF DEPARTMENT CHAIR AS CHAIR**

Chair's Name: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

Department: \_\_\_\_\_ University: \_\_\_\_\_

Legend:

**S – Superior      A – Adequate      IA – Inadequate      NA – Not Applicable**

| <b>Evaluate the Department Chair's responsibilities (reference Article VI, Section A) with regard to:</b>                               | <b>S</b> | <b>A</b> | <b>IA</b> | <b>NA</b> |
|---|----------|----------|-----------|-----------|
| 1. Providing for scheduling of courses and classes.   |          |          |           |           |
| 2. Providing for arranging of faculty schedules.  |          |          |           |           |
| 3. Providing for independent, intra-departmental learning program (where applicable).   |          |          |           |           |
| 4. Providing for Student Practica (where applicable).   |          |          |           |           |
| 5. Providing for fieldwork and internships (where applicable).  |          |          |           |           |
| 6. Providing for faculty research.  |          |          |           |           |
| 7. Providing for other student and faculty activities.  |          |          |           |           |
| 8. Making recommendations to the departmental curriculum structure.   |          |          |           |           |
| 9. Insuring student accessibility to department courses.  |          |          |           |           |
| 10. Assisting in the recruitment of faculty in the department.  |          |          |           |           |
| 11. Participation in the evaluation of faculty in accordance with the provisions of Article VIII.                                       |          |          |           |           |
| 12. Submitting requests for supplies, equipment, library holdings, etc.   |          |          |           |           |
| 13. Maintaining communication with students, prospective students and other faculty at the university relative to departmental matters. |          |          |           |           |
| 14. At the commencement of each academic semester, posting a list of all registered majors within the department (where applicable).    |          |          |           |           |

| <b>Evaluate the Department Chair's responsibilities (reference Article VI, Section A) with regard to:</b>  | <b>S</b> | <b>A</b> | <b>IA</b> | <b>NA</b> |
|--|----------|----------|-----------|-----------|
| 15. Posting a list of departmental minors at the commencement of each academic semester (only if no major exists and where applicable).  |          |          |           |           |
| 16. Meeting regularly with the Vice President or his/her designee and from time to time with members of the department and with the appropriate departmental committees in order to coordinate the interaction of departmental programs and activities and to facilitate the discharge of the responsibilities set forth in Article VI, Section A. |          |          |           |           |
| 17. Providing for academic advising activities within the department.  |          |          |           |           |
| 18. Assigning student advisees to members of the department.   |          |          |           |           |
| 19. Operating and monitoring the advising program of the department.   |          |          |           |           |
| 20. Evaluating each member of the department with respect to the quality of advising as it is rendered by that departmental member to students.  |          |          |           |           |
| 21. Serving on any boards and/or commissions (at the Massachusetts Maritime Academy only)  |          |          |           |           |
| 22. Advising faculty of the receipt of any substantial complaint by a student or faculty member which may affect the employment status of the faculty member.  |          |          |           |           |

Additional remarks (Optional): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Committee Chair

\_\_\_\_\_  
Date

This is to certify that I have read this evaluation.

\_\_\_\_\_  
Signature of Department Chair

\_\_\_\_\_  
Date

List the names of the committee members (to be filled in by the chair of the committee):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of Committee Members