# F. Evaluation of Department and Program Area Chairs

## Departmental Evaluation

### Evaluation of Department Chairs in Their Capacity as Faculty Members

In his/her capacity as a member of the faculty, each Department Chair shall be evaluated in accordance with the provisions of the foregoing Section E; provided, however, that for a reappointment or promotion evaluation, the sole preliminary evaluation required to be conducted pursuant to subsection 2(a) of Section E shall be conducted pursuant to subparagraph (i) [peer evaluation committee] thereof.

* + 1. Evaluations of Department Chairs in Their Capacity as Department Chairs

(i) Formative Evaluation by Dean

The performance of each Department Chair in their capacity as such shall be reviewed by their respective Dean during the fourth (4th) semester of each term in which they are appointed. The Dean shall evaluate the Department Chair’s performance of the duties and responsibilities set forth in Section A of Article VI of this agreement and shall use such evaluation for the purposes of meeting with the Department Chair to provide constructive, formative feedback and to discuss progress on goals and performance.

The Dean’s evaluation shall not be placed in the Department’s Chair’s personnel file and shall be separate and distinct from the evaluation conducted by the Peer Evaluation Committee. The Dean and the Department Chair will sign an acknowledgment that they met in accordance with this provision, and placed in the personnel file.

(ii) Evaluation by Peer Evaluation Committee

The performance of each Department Chair in his/her capacity as such shall be evaluated by the Departmental Peer Evaluation Committee during the second (2nd) and third (3rd) years of his/her first (1st) term and during the third (3rd) year of any subsequent consecutive term(s).

The committee shall evaluate the Department Chair’s performance of the duties and responsibilities set forth in Section A of Article VI of this Agreement and shall do so using Appendix D-4. In conducting such evaluation, the Committee shall solicit evaluations from other members of the department regarding the Department Chair’s performance of his/her duties as Department Chair.

c. Evaluation of Library Program Area Chairs in Their Capacity as Librarians

In his/her capacity as a librarian, each Library Program Area Chair shall be evaluated in accordance with the provisions of the foregoing Section E; provided, however, that for a reappointment or promotion evaluation, the sole preliminary evaluation required to be conducted pursuant to subsection 2(c) of Section E shall be conducted pursuant to subparagraph (i) [peer evaluation committee] thereof.

d. Evaluation of Library Program Area Chairs in Their Capacity as Library Program Area Chairs

The performance of each Library Program Area Chair in his/her capacity as such shall be evaluated by the Library Peer Evaluation Committee not less frequently than during every third year of his/her service as such commencing, unless the Vice President shall otherwise direct, during the second such year.

The committee shall evaluate the Library Program Area Chair’s performance of the duties and responsibilities set forth in Section J(2) of Article VI of this Agreement and shall do so using Appendix E-3. In conducting such evaluation, the committee shall solicit evaluations from other librarians regarding the Library Program Area Chair’s performance of his/her duties as Library Program Area Chair.

## Acknowledgement and Evaluations Transmitted to the Vice President

Documents recording every (b.i) formative evaluation or (b.ii) evaluation conducted pursuant to the foregoing subsection 1 shall be transmitted to the Vice President.