

Department of Chemical Engineering Chair Evaluation Questionnaire

April 2013

Department Chair: S. Komar Kawatra

Return Date: _____

This survey is being conducted by the CM Evaluation Committee to allow all departmental citizens to assess the CM Department Chair's effectiveness at managing the department. The evaluation process will be conducted in accordance with Senate Proposal 6-11 and the CM Charter.

All questionnaire responses, both numerical and written, will be kept confidential by the CM Evaluation Committee, and after the results are summarized all questionnaires will be destroyed. Written comments will be summarized by the CM Evaluation Committee to protect the anonymity of the respondents.

Please rank the Chair with respect to each of the areas listed below by circling the appropriate number or letter. The following scale applies to all numerical responses:

1 - Strongly Disagree, 2 - Disagree, 3 - Neutral, 4 - Agree, 5 - Strongly Agree

| <u>Leadership</u> | <i>Strongly Disagree</i> | ----- | <i>Strongly Agree</i> | <i>Insufficient Information</i> | | |
|---|------------------------------|-------|---------------------------|-------------------------------------|---|---|
| 1. The chair has clearly communicated the goals of the department. | 1 | 2 | 3 | 4 | 5 | I |
| 2. I had sufficient input into the formulation of the departmental goals. | 1 | 2 | 3 | 4 | 5 | I |
| 3. The chair is an effective advocate for the department to the higher administration. | 1 | 2 | 3 | 4 | 5 | I |
| 4. The chair effectively and accurately communicates the position of the higher administration to the department. | 1 | 2 | 3 | 4 | 5 | I |

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|-----|---|---|---|---|---|---|---|
| 5. | The chair has shown the ability to maintain high departmental morale. | 1 | 2 | 3 | 4 | 5 | I |
| 6. | The chair communicates effectively with departmental committees and respects committee decisions. | 1 | 2 | 3 | 4 | 5 | I |
| 7. | The chair uses a participative approach to management. | 1 | 2 | 3 | 4 | 5 | I |
| 8. | The actions of the chair enhance the image of the department outside the university. | 1 | 2 | 3 | 4 | 5 | I |
| 9. | The chair is in touch with the students' opinion of the curriculum and their opinion of our department. | 1 | 2 | 3 | 4 | 5 | I |
| 10. | The chair works to create an environment which fosters faculty/ staff development. | 1 | 2 | 3 | 4 | 5 | I |
| 11. | The chair treats you with respect. | 1 | 2 | 3 | 4 | 5 | I |
| 12. | The chair encourages and nurtures effective teaching. | 1 | 2 | 3 | 4 | 5 | I |

Administrative Detail

- | | | | | | | | |
|-----|--|---|---|---|---|---|---|
| 13. | The chair ensures that resources are distributed equitably within the department. | 1 | 2 | 3 | 4 | 5 | I |
| 14. | The chair ensures that work is assigned fairly and suitably. | 1 | 2 | 3 | 4 | 5 | I |
| 15. | The chair ensures that teaching and committee assignments are assigned fairly and equitably. | 1 | 2 | 3 | 4 | 5 | I |
| 16. | Equitable decisions are made on salary adjustments. | 1 | 2 | 3 | 4 | 5 | I |
| 17. | The chair ensures that the financial resources of the department are managed well. | 1 | 2 | 3 | 4 | 5 | I |

- | | | | | | | | |
|-----|---|---|---|---|---|---|---|
| 18. | The chair makes decisions in a timely manner. | 1 | 2 | 3 | 4 | 5 | I |
| 19. | The chair is a good role model and mentor to the untenured faculty. | 1 | 2 | 3 | 4 | 5 | I |

Progress

- | | | | | | | | |
|-----|---|---|---|---|---|---|---|
| 20. | During the tenure of this chair the department has made steady progress toward the achievement of its academic goals. | 1 | 2 | 3 | 4 | 5 | I |
| 21. | During the tenure of this chair the department has made steady progress toward the achievement of its research goals. | 1 | 2 | 3 | 4 | 5 | I |
| 22. | The chair has been an effective advocate to secure resources from sources external to the department. | 1 | 2 | 3 | 4 | 5 | I |
| 23. | The chair has made adequate progress toward addressing the suggestions put forward during his/her last review. | 1 | 2 | 3 | 4 | 5 | I |

Comments

Please comment on the specific questions listed below and add any additional comments you feel are necessary.

24. In what areas do you feel that the current chair needs to improve? What actions could he/she take to implement these improvements?

25. What are the greatest strengths of this chairman?

26. What changes should be made to enhance the department's performance?

27. Other comments?