

College of Arts and Sciences Chairs Review Process

The role of Chair provides an opportunity to serve and support the faculty and students in the department. Chairs who have completed three semesters of service and are not stepping down from the Chair position within the next year undergo an evaluation process to get feedback from faculty and the Dean on their performance as Chair. The purpose of the review is to provide a professional development opportunity for the Chair, as well as allowing faculty to share their perspectives about the Chair's performance and the direction of the department directly with the Dean.

1. **Self-Evaluation:** The Chair writes a self-evaluation (1-3 pages) addressing how they have navigated the expectations of the role. The evaluation should address the criteria listed below, which are based on the Chair Roles and Responsibilities found here: <https://www.sandiego.edu/cas/faculty/faculty-resources/chair/resources-for-chairs.php#accordion-panel1>

- **Leadership:** Effectively represents the department interests and individual faculty interests to the administration; attends College department Chair meetings and reports on College and University policy updates; represents the department at university-wide events or identifies alternates.
- **Faculty development:** Supports effective mentorship structures. Facilitates success in pedagogical development and creative work and/or research activity. Provides clear and timely performance evaluations. Facilitates effective ARRT reviews following University and College-specific guidelines.
- **Budget & Management:** Facilitates department meetings and includes department members in departmental decisions. Completes scheduling and budget oversight duties in a timely manner. Assigns department service duties, including annual curricular assessment, equitably and appropriately. Manages student and faculty concerns and provides effective supervision to department staff.
- **Implementation of Department Goals:** Uses the department "long-term plan" to make progress on department initiatives, advocate for resources, and support short and long-term goals.

The Chair submits their evaluation to faculty and Dean (via Lori Stevenson loris@sandiego.edu) by April 1.

2. **Faculty Meeting and Letters:** Faculty designate a member of the department to chair the process and organize the meeting. Faculty meet, without the Chair present, to discuss the Chair's performance. After the meeting faculty write individual letters (one-page limit) to the Dean commenting on the Chair's performance. Faculty send letters via email to Lori Stevenson (loris@sandiego.edu) by April 30.

3. **Dean's Meeting with Chair:** The Dean meets with the Chair and reviews the self-evaluation and the responses from the faculty evaluation. The Dean and department Chair discuss Chair's strengths, areas of improvement, development options, and future tenure of the Chair.

4. **Approximate Timeline:** The notification to initiate the evaluation process is sent out by the Dean on March 1 of the fourth semester of service.

<i>March 1</i>	<i>Request for Chair's evaluation sent from Dean's Office to departments</i>
<i>April 1</i>	<i>Chair's self-evaluation letter sent to Dean and faculty members (non tenure-track faculty may be included at the department's discretion)</i>
<i>By April 20</i>	<i>Department review meeting</i>
<i>April 30</i>	<i>Individual faculty letters due to the Dean's office via email</i>
<i>June 1</i>	<i>Meetings between Chairs and Dean complete</i>

5. **Subsequent Chair Reviews:** The Dean may call for a full review of the Chair if more than one-third of the tenured/tenure track faculty (not counting the Chair or faculty on sabbatical) request a review. If a serving Chair has not been reviewed in four consecutive years, a full review will be initiated.