IDEA ONLINE

Administrator Name: **Sample Chair**

Department of Psychology
_IDEA University

FACULTY PERCEPTIONS OF DEPARTMENT HEAD/CHAIR

This survey may be conducted for two purposes: (1) to assist the department head/chair to become a more effective administrator, and (2) to assist those responsible for evaluating the head/chair's effectiveness to make a valid assessment. Either purpose will be best served if you make an effort to reflect on the head/chair's overall performance and provide a fair and honest representation of the head/chair in your responses. It will be helpful if you can identify both strengths and weaknesses.

This survey will take you approximately 20 minutes to complete. Please allow enough time to provide thoughtful responses.

To encourage objectivity, you are asked **not** to identify yourself. Results of the survey will be summarized for all respondents. Your responses to open-ended questions will be provided verbatim to the department head/chair. Thus, you will want to avoid comments that would reveal your identify.

Part I. Responsibilities
The list below describes responsibilities which many department heads/chairs pursue. Rate the performance of your department head/chair over the past year on each of these responsibilities by selecting the number which best represents your judgment. If you feel you have an insufficient basis for making a rating on a given responsibility, mark in the X column to indicate omit response.

Please assign a value of Poor, Fair, In Between, Good, or Outstanding, for each of the following responsibilities.

1 = Poor   2 = Fair   3 = In Between   4 = Good   5 = Outstanding   X = Omit Response

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1. Attending to essential administrative tasks (e.g., class scheduling, staffing, finances/budgeting, facilities) ....1 2 3 4 5 X
2. Fostering good teaching in the department (e.g., encourages course updating, use of appropriate technology, attending to student feedback) ....1 2 3 4 5 X
3. Assisting in securing funding from external sources (e.g., grants, contracts, gifts, partnerships) ....1 2 3 4 5 X
4. Leading in establishing and monitoring progress on annual or biannual department goals ....1 2 3 4 5 X
5. Guiding the development of sound procedures for assessing faculty performance ....1 2 3 4 5 X
6. Facilitating successful recruitment and selection of promising faculty ....1 2 3 4 5 X
7. Communicating the department's needs (e.g., personnel, space, monetary, technology) to the dean and other appropriate administrators ....1 2 3 4 5 X
8. Developing collegiality/cooperation among faculty members ....1 2 3 4 5 X
9. Stimulating research, scholarly activity, and/or creative endeavors in the department ....1 2 3 4 5 X
10. Guiding the development of a sound long-range plan to carry out departmental programs ....1 2 3 4 5 X
11. Promoting a positive image of the department within the campus community ....1 2 3 4 5 X
12. Fostering the development of each faculty member's special talents or interests ....1 2 3 4 5 X
13. Ensuring that new faculty and staff are acquainted with departmental procedures, priorities, and expectations .....1 2 3 4 5 X
14. Clearly communicating expectations of the campus administration to the faculty ....1 2 3 4 5 X
15. Stimulating or rejuvenating faculty vitality/enthusiasm ....1 2 3 4 5 X
16. Facilitating curriculum development ....1 2 3 4 5 X
17. Establishing trust between himself/herself and members of the faculty ....1 2 3 4 5 X
18. Promoting a positive image of the department to off-campus constituencies ....1 2 3 4 5 X
19. Rewarding faculty in accordance with their contributions to the department ....1 2 3 4 5 X
20. Ensuring the assessment of student learning outcomes is meaningful and ongoing ....1 2 3 4 5 X
21. Actively supporting student recruitment and retention efforts ....1 2 3 4 5 X

Part II. Personal Characteristics

To what degree do Items 22-32 below represent a "strength" or a "weakness" of your head/chair? Select the number which best corresponds to your judgment. Omit if you feel unable to make a valid judgment.

1 = Definite Weakness   2 = More a Weakness than a Strength   3 = In Between
4 = More a Strength than a Weakness   5 = Definite Strength   X = Omit Response

22. Problem solving ability .... 1 2 3 4 5 X

23. Demonstrates caring.. 1 2 3 4 5 X

24. Practical judgment .... 1 2 3 4 5 X

25. Trustworthy.. 1 2 3 4 5 X

26. Flexibility/adaptability in dealing with individuals/situations .... 1 2 3 4 5 X

27. Fairness .... 1 2 3 4 5 X

28. Organizational skills .... 1 2 3 4 5 X

29. Consistency .... 1 2 3 4 5 X

30. Enterprising... 1 2 3 4 5 X

31. Institution-centered .... 1 2 3 4 5 X

32. Clarity .... 1 2 3 4 5 X

Part III. Administrative Methods

To what degree do the following statements represent a "strength" or a "weakness" of your department head/chair? Select the number which best corresponds to your judgment. Omit items where you feel unable to make a valid judgment.

1 = Definite Weakness   2 = More a Weakness than a Strength   3 = In Between
4 = More a Strength than a Weakness   5 = Definite Strength   X = Omit Response

33. Allocates faculty responsibilities in an effective and equitable manner.................... 1 2 3 4 5 X

34. Reduces, resolves, and/or prevents conflict among departmental faculty members .... 1 2 3 4 5 X

35. Assists faculty in developing their own goals and priorities .... 1 2 3 4 5 X

36. Makes sound suggestions for developing/changing departmental directions/priorities .... 1 2 3 4 5 X

37. Effectively advocates for departmental interests to higher authorities .... 1 2 3 4 5 X

38. Demonstrates that high faculty morale is vital to him/her................................... 1 2 3 4 5 X

39. Tries out new ideas with the faculty.. 1 2 3 4 5 X

40. Sees to it that faculty members are working up to capacity .... 1 2 3 4 5 X

41. Looks out for the personal welfare of individual faculty members .... 1 2 3 4 5 X

42. Lets faculty members know what is expected of them .... 1 2 3 4 5 X

43. Promotes inclusiveness and diversity among students and faculty .... 1 2 3 4 5 X

44. Makes sure the work of the faculty is coordinated .... 1 2 3 4 5 X

45. Explains the basis for his/her decisions.. 1 2 3 4 5 X

46. Lets faculty members know when they have done a good job................................. 1 2 3 4 5 X

47. Makes sure his/her part in the department is understood by all members .... 1 2 3 4 5 X

48. Acts as though visible department accomplishments were vital to him/her............... ...... 1 2 3 4 5 X

49. Maintains definite standards of performance .... 1 2 3 4 5 X

50. Puts faculty suggestions into action .... 1 2 3 4 5 X

51. Facilitates positive relationships between faculty and the clerical/technical staff .... 1 2 3 4 5 X

52. Encourages teamwork among members of the faculty .... 1 2 3 4 5 X

53. Provides feedback to faculty on their major activities .... 1 2 3 4 5 X

Part IV. Summary Judgment
Use this code to answer following two items:

1 = Strongly Disagree   2 = Disagree   3 = In Between   4 = Agree   5 = Strongly Agree

X = Omit Response

54. I have confidence in the head/chair's ability to provide future leadership to the department .... 1 2 3 4 5 X

55. Overall, this chair has provided excellent leadership .... 1 2 3 4 5 X

Part V. Open-ended Comments
Please respond by writing in your response to the following questions.

56. What are your head/chair's main strengths? _____
_____
_____
_____

57. How might this chair improve his or her performance? _____
_____
_____
_____

58. What are the most important challenges facing the department? _____
_____
_____
_____

59. What changes (e.g. in priorities, organization, policy) would contribute most to improving the future effectiveness of the department? _____
_____
_____
_____

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