

# MISSISSIPPI UNIVERSITY FOR WOMEN

## Department Chair Supervisory Performance Appraisal

(To be used annually by faculty members to evaluate their Department Chair)

**I. Personal Information**

Department

Chair's Name: \_\_\_\_\_

College: \_\_\_\_\_

How often does the evaluator interact with person being evaluated? (i.e. daily, weekly, etc.) \_\_\_\_\_

**II. Instructions:** Faculty should carefully evaluate his/her Department Chair's ability to supervise effectively in relation to current job requirements. For each factor mark the appropriate rating.

### Explanation of Rating Scale

5	Outstanding	Performance is exceptional and is recognizable as being superior to others.
4	Exceeds Expectations	Performance is of high quality and clearly exceeds most position requirements.
3	Satisfactory	Meets requirements. Competent and dependable level of performance.
2	Marginal	Performance is below expectations in certain areas. Some improvement is necessary.
1	Unsatisfactory	Performance is generally unacceptable and requires significant improvement.
N/A	Not Applicable	Too soon to rate – not observed.

FACTORS		RATING					
1.	<b><u>Planning</u></b> Extent to which Department Chair anticipates needs, determines priorities, and establishes a course of action.	N/A	5	4	3	2	1
2.	<b><u>Organizing</u></b> Extent to which Department Chair delegates workload fairly and effectively to achieve objectives within time requirements.	N/A	5	4	3	2	1
3.	<b><u>Problem Solving</u></b> Extent to which Department Chair identifies problems and aids the department and college in developing alternative solutions, identifying their consequences and impact.	N/A	5	4	3	2	1
4.	<b><u>Innovation</u></b> Extent to which Department Chair is open and receptive to suggestions and new methods/approaches for accomplishing objectives.	N/A	5	4	3	2	1
<b>CONDUCT/BEHAVIOR</b>							
1.	<b><u>Customer Service</u></b> Extent to which Department Chair is courteous and attentive to the needs of students, faculty, and staff.	N/A	5	4	3	2	1
2.	<b><u>Enthusiasm</u></b> Extent to which Department Chair demonstrates energy and enthusiasm in the job.	N/A	5	4	3	2	1
3.	<b><u>Dedication</u></b> Extent to which Department Chair is devoted to accomplishing university, college and department objectives.	N/A	5	4	3	2	1

<b>COMMUNICATION SKILLS</b>							
1.	<b><u>Listening</u></b> Extent to which Department Chair demonstrates effective listening skills.	N/A	5	4	3	2	1
2.	<b><u>Writing</u></b> Extent to which Department Chair expresses ideas effectively and clearly in writing.	N/A	5	4	3	2	1
3.	<b><u>Speaking</u></b> Extent to which Department Chair speaks effectively and clearly.	N/A	5	4	3	2	1
4.	<b><u>Interaction with Others</u></b> Extent to which Department Chair communicates with other staff in the college or department in an effective and courteous manner.	N/A	5	4	3	2	1
5.	<b><u>Responsiveness</u></b> Extent to which Department Chair responds to requests and needs of others in a timely and helpful manner.	N/A	5	4	3	2	1
6.	<b><u>Access</u></b> Extent to which Department Chair is accessible to subordinates and maintains an open door policy.	N/A	5	4	3	2	1
7.	<b><u>Teamwork</u></b> Extent to which Department Chair works well as a member of the college or department.	N/A	5	4	3	2	1
8.	<b><u>Interpersonal Relationships</u></b> Extent to which Department Chair promotes a positive work atmosphere through effectively resolving interpersonal conflicts in the workplace.	N/A	5	4	3	2	1
<b>LEADERSHIP</b>							
1.	<b><u>Objectivity</u></b> Extent to which Department Chair demonstrates fairness and objectivity within the college and department.	N/A	5	4	3	2	1
2.	<b><u>Motivates Subordinates</u></b> Extent to which Department Chair has the support of and motivates faculty, staff, and students.	N/A	5	4	3	2	1
3.	<b><u>Directing Subordinates</u></b> Extent to which Department Chair clearly communicates his/her expectations of the faculty.	N/A	5	4	3	2	1
4.	<b><u>Guidance</u></b> Extent to which Department Chair provides staff with resources and assistance necessary to attain objectives.	N/A	5	4	3	2	1
5.	<b><u>Professional Development</u></b> Extent to which Department Chair provides opportunities for and encourages professional development of faculty.	N/A	5	4	3	2	1
6.	<b><u>Communicative</u></b> Extent to which Department Chair provides adequate evaluative feedback to faculty.	N/A	5	4	3	2	1
<b>PROFESSIONAL QUALITIES</b>							
1.	<b><u>Supportive</u></b> Extent to which Department Chair is supportive of University personnel and policies.	N/A	5	4	3	2	1

