

**TTUHSC-El Paso  
DEPARTMENT CHAIR EVALUATION**

**Department:** \_\_\_\_\_

**Instructions:**

This form is designed to provide the faculty with a means to assess the professional performance and leadership characteristics of the department chairperson. It requires that you indicate the extent to which you agree with the statements used to characterize the department chairperson based on your perceptions of management performance. Please mark a choice for every statement. The **No Basis for Judgment** choice should be selected in those instances for which you feel you do not have sufficient awareness to make a selection or have a specific opinion. In addition a comment section is provided to allow you to make suggestions as to how the department chairperson could be more effective in each identified performance area. Optional questions of a demographic nature are also listed for research purposes only.

<b>DEPARTMENTAL LEADERSHIP and ORGANIZATION</b>	Strongly Agree	Agree	Disagree	Strongly Disagree	No Basis for Judgment
Has developed and communicated an effective long-range plan for departmental development (teaching, research, service) that reflects the vision of the SOM					
Provides opportunities for department members to be involved in the decision-making process and to have appropriate input					
Plans and organizes current department operations efficiently and effectively					
Delegates responsibilities in the department as appropriate					
Is willing to engage in positive risk-taking and encourages innovation/collaboration by faculty					
Actively recruits and retains a faculty that excels in educational, research and clinical endeavors					
Provides an environment that encourages scholarly activity					
Conducts departmental meetings efficiently and effectively					
Is willing to explain and accept responsibility for administrative decisions					
Evidences consistency in making decisions which are timely, logical and well-founded					
Acts as an effective liaison between the department and the administration					
Helps individual faculty set and achieve professional goals					
Provides opportunities for the development of new leadership					
Supports and assists programs for faculty development					

Additional Comments related to Departmental Leadership and Organization:

<b>INTERPERSONAL AND COMMUNICATION SKILLS</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>No Basis for Judgment</b>
Is open to new ideas and policy changes					
Values diverse perspectives					
Listens attentively to others and tries to understand the meaning of their communications					
Builds trust and collegiality in the department					
Treats faculty members impartially					
Accepts constructive criticism					
Is approachable and available for consultation or discussion					
Responds to faculty suggestions/concerns in a timely manner					
Deals with stressful situations in a professional manner					
Provides for the systematic appraisal of the performance of each member of the faculty					
Uses the appraisal of performance to provide direction for improvement					
Expresses personal appreciation to faculty for their professional accomplishments					
Uses written communication (including email) which is clear, accurate and complete					
Uses oral communication which is clear, accurate and complete					

Additional Comments related to Interpersonal and Communication Skills:

<b>FINANCIAL MANAGEMENT</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>No Basis for Judgment</b>
Seeks faculty input on setting priorities for resource distribution in the department					
Manages the income and expenditures of the department in a prudent, fair and effective manner					
Makes department's financial books available for review by the faculty					
Actively fosters the development of new resource options					
Generates a sense of confidence in the faculty that financial issues are well managed					

Additional Comments related to Financial Management:

<b>ACADEMIC AND RESEARCH ADMINISTRATION</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>No Basis for Judgment</b>
Assists faculty in the development and enhancement of the department's curriculum					
Respects and values the teaching efforts of faculty					
Supports active teaching evaluation and development					
Is personally involved in teaching					
Assists faculty in setting a research agenda for the department					
Mentors or delegates mentoring of faculty in the development of research programs as appropriate to the department's research agenda					
Encourages and facilitates the involvement of medical students and residents in the department's research program					
Actively seeks external funding for departmental research					
Is personally involved in research					

Additional Comments related to Academic and Research Administration:

<b>INSTITUTIONAL AWARENESS</b>	Strongly Agree	Agree	Disagree	Strongly Disagree	No Basis for Judgment
Assures that the department's goals and objectives are aligned with the vision and mission of the School of Medicine					
Engages in regular reassessment of the department's goals and objectives					
Encourages interdepartmental cooperation and collaboration					
Promotes the involvement of faculty in school-wide committee work					

Additional Comments related to Institutional Awareness:

**COMMENT SECTION:**

1. What suggestion(s) do you have for the department chair to assist him/her to be more effective?
2. What suggestion(s) do you have for enhancing the department?
3. What commendations of the department chair would you make?

## OPTIONAL DEMOGRAPHIC QUESTIONS:

1. How would you characterize the level of your knowledge concerning the specific duties, responsibilities and constraints of the department chair position?
  - a. Highly knowledgeable
  - b. Moderately knowledgeable
  - c. Minimally knowledgeable
  
2. How frequently do you have direct contact with the department chair?
  - a. Almost every day
  - b. About once a week
  - c. About once a month
  - d. About once a semester
  - e. About once a year
  
3. What is your current employment status with the HSC?
  - a. Full-time faculty member
  - b. Part-time faculty member
  - c. Volunteer faculty member
  - d. Adjunct faculty member
  - e. Other
  
4. What is your faculty rank?
  - a. Professor
  - b. Associate Professor
  - c. Assistant Professor
  - d. Instructor
  - e. Other
  
5. What is your tenure-status?
  - a. Tenured
  - b. Tenure track, not yet tenured
  - c. Non-tenure Track