

## Department Chair Review Guidelines

1. Every department chair is reviewed in March of their third year.
2. Department chairs may serve up to 2 consecutive 3-year terms but renewal is not automatic.
3. If a department chair does not wish to renew, s/he does not have to be evaluated but may elect to do so.
4. If a department chair wishes to be renewed for an additional 3-year term, they must undergo a review that involves receiving feedback from the departmental faculty and staff.

## Department Chair Review Process

1. The approved evaluation will be administered through the dean's office.
2. Faculty and staff will have 10 days to complete the anonymous evaluation.
3. Dean invites all faculty and staff within the department to meet one-on-one to discuss the department chair's effectiveness.
4. Dean meets with the department chair to review qualitative and quantitative findings.
5. Dean determines whether to reappoint department chair and, if so, establishes goals (based on the feedback) for the department chair to work toward.

Access the [Department Chair Evaluation Form](#)

### Office of the Dean

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