

ANNEX A

Dear Colleague:

The Faculty Senate, with the cooperation of the Chairman's Council, and the Office of Academic Affairs, has developed and approved a questionnaire for the annual evaluation of chairpersons at Florida Technological University.

The results for each department will be tabulated separately. The completed questionnaires then will be sent to the chairpersons who have been evaluated. Copies of the summary tabulations will be sent to the chairpersons and to their Deans.

The evaluations are being conducted by the Faculty Senate Instruction Committee. Please return your completed questionnaire to the Instruction Committee member or department designate named on the back side of the answer sheet.

Instructions

Use only a pencil. Do not print your name on the answer sheet. Check to see that your chairperson's name has been printed in the blocks provided. Read through the statements about the performance and rate your chairperson on each, using the 5 point scale below:

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
OUTSTANDING		SATISFACTORY		UNSATISFACTORY

Blacken the corresponding space on your answer sheet for each statement. IF YOU FEEL A STATEMENT IS INAPPROPRIATE OR IF YOU LACK SUFFICIENT INFORMATION TO RESPOND, LEAVE THAT ITEM BLANK ON THE ANSWER SHEET.

"SEE REVERSE SIDE FOR EVALUATION QUESTIONS"

To the best of your knowledge, answer the following questions:

1. Is regularly available for questions and conferences.
2. Is receptive to suggestions and criticism regarding departmental issues.
3. Administers the departmental budget impartially.
4. Promotes an atmosphere conducive to cooperation, mutual trust and high morale.
5. Delegates authority effectively.
6. Effectively represents departmental interests.
7. Keeps the faculty informed about decisions, policies and events which will significantly affect them.
8. Is just and equitable in such personnel matters as evaluation, promotion, and tenure.
9. Encourages the maintenance of high academic standards.
10. Promotes the professional growth of the faculty.
11. Is just and equitable in the assignment of courses, schedules and other duties.
12. Holds departmental meetings when necessary.

If this evaluation is to be meaningful, it is imperative for:

- a) all faculty to respond
- b) faculty members to explain why they gave their department chairperson low ratings on any question.

Comments about department chairperson's strengths and weaknesses should be made on the back of the answer sheet.

"SEE REVERSE SIDE FOR INSTRUCTIONS"