

DEPARTMENT CHAIR APPRAISAL SYSTEM GUIDELINES

Spring Term Timeline

Week 2	Human Resources sends out reminders to Deans/Directors
Weeks 3-4	Deans/Directors or designee solicit and gather input
Weeks 5-6	Input is completed
Weeks 7-8	Appraisal meeting is conducted
Week 10	Appraisal summary form forwarded to Human Resources for personnel file

Input

The recommended percentages of staff to be asked for input are outlined below. Changes to these recommendations should be agreed to by the Chair and Dean/Directors prior to gathering input.

	<u>1st Year of Term*</u>
Contracted Faculty	50%
Noncontracted Faculty	30%
Classified Staff	30%
Peer/Colleague	1 or 2
<small>(Chair will submit a list of 2-4 peers/colleagues from on or off campus from which 1 or 2 names will be selected to complete the appraisal form.)</small>	

*This refers to Chair's time in position. Department Chair positions are 2 or 3 year appointments. The appraisal is to be completed the first year of each appointment; however, it can also be done any other year at the request of the Chair or Dean/Director.