

## Chair Evaluations 2017 Dean's Memo

Dear Academic Chairs:

Annual performance review time is here again. Department chairs will be evaluated on only one calendar year, 2017.

The materials solicited from you are useful not only for evaluation, but are also an effective means of communicating achievements, challenges, and priorities for your unit. They can be considered an abbreviated annual report for your unit.

Please submit a concise summary report of your administrative contributions as a PDF or Word document via e-mail to [AG-EVAL-L@lsv.uky.edu](mailto:AG-EVAL-L@lsv.uky.edu) with your name in the subject line as follows:

### Format

- Maximum 4 pages; 2 pages preferred
- Use narrative text, outlines, or bulleted lists
- Use the list below as headings to organize your report

Address the following points, if they are relevant to your position in calendar year 2017:

- Notable achievements or advancement in the department or area you administer. Emphasize truly significant contributions by your faculty or staff; the progress of your department is in many ways the most important factor in your evaluation.
- Significant administrative activities you have performed in support of your administrative area
- New initiatives or programs you have led or supported
- Major issues and challenges to which you and your unit have responded
- Leadership contributions you have performed at the college, university or external level
- Your scholarly activity and other professional contributions
- Future issues and challenges, planning and priorities for your area.

The [five-point evaluation scale](#) used for faculty reviews will be used for this evaluation.

The survey of faculty and staff in your unit will also be considered in evaluation of most administrators, particularly as related to management of budget and personnel, diversity, timeliness and quality of required submissions. The survey will be available to faculty and staff in the coming weeks.

The department-level annual reports including grants, publications, enrollment and other metrics will also provide supporting information during your evaluation. These reports will be shared with you as soon as they become available.

The deadline for submission of your materials is Monday, December 11. I plan to schedule discussions with each of you after the first of the year.

If you have questions about the process, please do not hesitate to contact Lisa Collins or me.

Thank you,  
Nancy Cox, Dean