

MEMORANDUM

To: CAFE Department Chairs

From: Nancy Cox, Dean *Nancy M. Cox*

Date: September 13, 2018

Re: Department Chair Annual Performance Reviews

As in previous years, it's time for you as Department Chairs to report on your leadership activity and administrative contributions during the 2018 calendar year. I appreciate your leadership and especially value your annual showcasing of both your personal and department's achievements. It is increasingly important to record and celebrate the achievements, challenges and priorities of our unique college to both our internal and external stakeholders. Thank you for your commitment to the college and this process.

The information below will aid in assessing your annual performance. The Departmental Statistical Reports (<https://administration.ca.uky.edu/content/departamental-statistical-reports>) will be available mid-November and provide you with supportive matrices concerning students, faculty, scholarly activity and Extension reporting specific to your department. The same five-point scale used for Faculty Annual Performance Reviews will be used for this evaluation.

Please limit your evaluation to a maximum of four (4) pages, but two (2) pages are preferred. You may use narrative text or bulleted lists. Please use the following headings to organize your report, if they are relevant to your position.

- **Notable Achievements** (emphasize truly noteworthy contributions by your faculty or staff)
- **Significant Administrative Activities**
- **Personally Led or Supported New Initiatives or Programs**
- **Personal Leadership Contributions**
- **Personal and Professional Scholarly Contributions**
- **Department Major Challenges and Responses**
- **Future Challenges, Planning and Priorities**

Please submit your evaluation as a PDF or Word document via e-mail to AG-EVAL-L@lsv.uky.edu with your name in the subject line. The deadline is December 10, 2018. Discussions with each Department Chair will occur after January 1, 2019.

The Administrative Survey will also be considered part of the evaluation of Department Chairs. The survey will be available to Faculty in the coming weeks. Again, thank you for your many leadership contributions to the college.

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