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## MEMORANDUM

TO: College of Agriculture Faculty and Staff

FROM: Scott Smith, Dean *M. Scott Smith*

SUBJECT: Review of Departmental Chairs and Unit Directors

DATE: November 23, 2009

In accordance with Governing Regulations and Administrative Regulations, faculty and staff are given the opportunity every other year to participate in the review of their department chair/unit director. The result of faculty and staff input is reviewed by me (or the appropriate associate dean) and a summary is provided to the chair/director being reviewed.

The stated purpose of the evaluation of unit heads is to enhance administrative leadership and effectiveness and to promote a climate of cooperation among faculty, staff, and administration to maximize the effectiveness of the unit's execution of its mission. An important part of the evaluation process is for faculty and staff to participate in surveys that have been developed to obtain input for the evaluation of your department chair/unit director. If the evaluation process is to meet its objective of enhancing leadership and effectiveness of the unit head, it is important to have full participation of the department's staff. Confidence in the process certainly increases with high response.

This year, for departmental chairs the survey is being conducted on line at <http://www.ca.uky.edu/chairevaluation/chairevaluation.php>. (Please note: new and interim/acting chairs, Drs. Houtz, Pfeiffer, Lacki and Vail, will not participate in the survey this year.) For unit directors and administrators who report to associate deans, you will receive separate instructions about surveys from the appropriate associate dean.

The on-line chair survey will be open from November 23-December 23. Please take the time to thoughtfully complete a survey. Respondents will be able to fill out only one survey for one particular chair; however, respondents who work with multiple chairs will be able to complete multiple surveys, if they choose. For staff without access to a computer, paper chair surveys are available by contacting Brooke Stone, [bast222@uky.edu](mailto:bast222@uky.edu), 257-4772. Strong efforts are being made to ensure that the identity of survey responders will remain anonymous.

In my opinion, the information received from faculty and staff in the 2007 review was very useful and my sessions with department chairs/unit directors were very constructive. I strongly encourage you to thoughtfully complete the surveys and provide comments at the end.

If you have questions about the chair survey, please contact Lisa Collins, [lisa.collins@uky.edu](mailto:lisa.collins@uky.edu), 257-4772. Thank you.