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## MEMORANDUM

TO: College of Agriculture Faculty and Staff

FROM: Scott Smith, Dean

SUBJECT: Review of Departmental Chairs, Administrators

DATE: November 22, 2011

In accordance with Governing Regulations and Administrative Regulations, every other year faculty and staff are given the opportunity to participate in the review of their department chair/unit head. 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 these individuals. 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, the survey is being conducted on line at <https://warehouse.ca.uky.edu/ChairAdminSurvey>. (Please note: new and interim chairs, Drs. Bastin, Nokes, Maynard, and Schardl will not participate in the survey this year.) For unit heads and administrators who report to associate deans, you might receive separate instructions about surveys from the appropriate associate dean.

The on-line chair survey will be open from November 22-December 22. Please take the time to thoughtfully complete a survey. Respondents will be able to fill out only one survey for one particular administrator; however, respondents will be able to complete multiple surveys, if they choose to do so. For staff without access to a computer, paper chair surveys are available by contacting Brooke Stone, [brooke.stone@uky.edu](mailto:brooke.stone@uky.edu), 257-7249. 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 2009 review was very useful and my sessions with department chairs/unit heads 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), 257-7249. Thank you.