

MEMORANDUM

TO: College of Agriculture, Food and Environment Faculty and Staff

FROM: Scott Smith, Dean

SUBJECT: Review of Departmental Chairs, Administrators, and Unit Heads:
Survey Open Nov. 15-Dec. 16

DATE: November 14, 2013

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.

Key points:

- Although you are free to complete a survey on whomever you wish, I am asking first and foremost that you please be sure to evaluate your unit head. 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.
- Strong efforts are being made to safeguard anonymity and confidentiality.

The survey is available on line at <https://warehouse.ca.uky.edu/ChairAdminSurvey>. Please note: For unit heads and administrators who report to associate deans, you might receive separate instructions about surveys from the appropriate associate dean. Also, because they are new to their positions, Dr. Vanessa Jackson and Tim West will not participate in the survey this year.

The on-line survey is open from November 15-December 16. For staff without access to a computer, paper chair surveys are available by contacting Brooke Stone, brooke.stone@uky.edu, 257-7249.

Please take the time to thoughtfully complete a survey. In my opinion, the information received from faculty and staff in the 2011 review was very useful and my sessions with department chairs/unit heads were very constructive. Therefore, I strongly encourage you to thoughtfully complete the survey and provide comments at the end.

If you have questions, please contact Lisa Collins, lisa.collins@uky.edu, 257-7249. Thank you.