

September 11, 2019

Dear Academic Chairs:

Annual performance review time is here again. Department chairs will be evaluated on only one calendar year, 2019.

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 department.

By December 10, 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 with your name in the subject line, using this 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 2019:

- Notable achievements or advancement in the department 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 same [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 chair evaluation, 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 shortly and will remain open until November 13.

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.

If you have questions about the process, please do not hesitate to contact [Lisa Collins](#) or me.
Thank you,
Nancy Cox, Dean