

**PERSONAL DATA SHEETS FOR DEPARTMENT HEADS
FOR SPRING 2002 and FALL 2002**

Name:

Department:

The following sections of the Personal Data Sheets provide each Department Head the opportunity to describe noteworthy contributions made in addressing specific administrative responsibilities during the period being reviewed.

I. Department Leadership and Faculty Development

Please cite and document specific actions taken in the areas of Department Leadership and Faculty Development (e.g. efforts to engage faculty in shared discussion of the issues or developments in the academic discipline; efforts to engage faculty in dialogue about college and department issues, policies, and/or problems; development of priorities for the department and the strategy for achieving these goals; effort to help each faculty member develop a perception of his or her role in the department and future actions which will enhance the faculty member's performance.)

II. Department Planning and Program Assessment

Please cite and document specific actions taken to address Department Planning and Program Assessment (e.g. assessment plans for each academic program and evidence that the entire department is assuming responsibility for program assessment; departmental planning process and documents reflecting the results of that process.)

III. Management of Department Operations

Please cite and document specific actions taken in Managing Department Operations (e.g. process of distributing teaching loads; process of keeping faculty informed on issues facing the department and the College and engaged in addressing these issues.)

IV. Department Relationships Within and Outside the College

Please cite and document specific actions to enhance Department Relationships Within and Outside the College (e.g. interactions with other departments on program and/or discipline issues; department initiated and sponsored community-oriented activities).

V. Other Areas of Responsibility

Please cite and document specific actions taken to address areas of responsibility or annual department goals not covered above.

The following sections of the Personal Data Sheets provide each Department Head the opportunity to describe noteworthy contributions which he or she has made to the profession of teacher/scholar during the period being reviewed. To assist in this effort, each major area of responsibility has been divided into three components as follows:

I. Teaching Effectiveness/Student Learning

Preparation--Please describe those enhancing activities which you have undertaken as you prepared to meet your teaching responsibilities (e.g., exceptional course syllabi; unusually creative slide presentations, computer simulations, or homework assignments; etc.).

Presentation--Please describe any enhancing efforts which you have made in presenting your subject matter to your students (e.g., unusual testing or instructional approaches, successful efforts which motivated students to learn, etc.).

Student Contact Outside the Classroom--Please describe efforts to enhance student learning beyond the normal classroom contact (e.g., extensive work with students outside class, efforts to serve as an academic model for students, etc.).

II. Scholarly and Professional Activities

Publications--Please list and provide copies of your writings as they relate to the profession of teacher/scholar (e.g., books, papers, articles, etc. authored; publications edited; etc.).

Presentations to Colleagues in Scholarly or Professional Forums--Please list any papers you have presented and any participation in conferences related to the profession of teacher/scholar (e.g., professional recognitions received, conference sessions conducted, seminars presented, etc.). Where available, please provide copies of these presentations.

Other Scholarly or Professional Activities--Please describe any scholarly or professional activities which have not been presented under other categories (e.g., research grants, departmental presentations, workshops attended, professional development activities, ongoing scholarly or professional projects, etc.).

Outside grants include grants from The Citadel Foundation, NSF, NEH, or any other source "outside" The Citadel. However, the award must be made through The Citadel. Those made through other organizations do not address Performance Funding indicators. (Please identify those addressing economic development issues of the local community or State and those related to K-12 teacher education reform.)

III. Service

Service to the College--Please describe all service activities which have been directed toward the College (e.g., Faculty Council, organization of conferences or seminars, college-wide ad hoc assignments, standing college-wide committee assignments, etc.).

Service to the Students--Please describe all service activities which have been directed toward students or student organizations (e.g., advisor to student organizations, organizing student conferences, faculty company academic advisor, advising individual student majors, etc.).

Service to the Community or Public--Please describe all professionally related efforts for which compensation may or may not have been received which are of benefit to the Charleston community, State, region, or nation with special emphasis on those efforts related to the economic, cultural, or community development of these areas.

- Service for which **NO** compensation was received.
- Service for which compensation was received.

Service to the Discipline--Please describe all service activities which have been directed toward professional organizations of your discipline or other related professional organization (e.g., holding an office in a local, state, regional, or national organization related to the profession of Teacher/Scholar; serving on an editorial board for a professional publication; serving on the program committee for a professional organization; etc.).

Realizing that the profession of teacher/scholar is complex, the College does not wish to prescribe the activities of its faculty. The statements of clarification for each area of responsibility are meant, therefore, to provide direction and not to stifle the variety of contributions which a faculty member might wish to describe.

**DEPARTMENT HEAD EVALUATION SUMMARY SHEET
FOR SPRING 2002 and FALL 2002**

Name:

Summary of Evaluation:

Suggestions:

Overall Rating:

Comments by Department Head:

Date _____

(Signature, Department Head)

Date _____

(Signature, Dean)

**DEPARTMENT HEAD/DEAN EVALUATION
BY FACULTY FOR SPRING 2002 and FALL 2002**

To: Faculty, Department of _____

Date: _____

Subject: Department Head/Dean Evaluation

NOTE: Please complete and submit to your Dean or to the Provost, if you report directly to a Dean.

Annually, each member of the department is asked to review the work of his or her Department Head or Dean, as appropriate. The emphasis in this evaluation is on how the Department Head/dean has helped the department and College achieve stated goals. Of primary importance is the Department Head's/dean's performance in conducting the normal administrative operations (planning, assessment, budgeting, recruiting, admissions, class scheduling, registration, student advising, record keeping, etc.); resource allocation (faculty time, space, Citadel Foundation and appropriated funds, etc.); academic program reviews; curriculum reform; etc. Please provide your opinions, documented where possible, of how well your Department Head/dean is functioning in designated areas of administrative responsibility.

I. Department Leadership and Faculty Development

A. My Department Head/Dean is very effective in providing department leadership.

Strongly Disagree Disagree Undecided Agree Strongly Agree

B. My Department Head/Dean places a high priority on Faculty Development.

Strongly Disagree Disagree Undecided Agree Strongly Agree

C. My Department Head/Dean is open to diverse points of view.

Strongly Disagree Disagree Undecided Agree Strongly Agree

D. My Department Head/Dean is accessible to individual faculty members.

Strongly Disagree Disagree Undecided Agree Strongly Agree

E. My Department Head/Dean delegates authority where appropriate.

Strongly Disagree Disagree Undecided Agree Strongly Agree

F. My Department Head/Dean assigns duties and tasks clearly.

Strongly Disagree Disagree Undecided Agree Strongly Agree

G. My Department Head/Dean communicates expectations.

Strongly Disagree Disagree Undecided Agree Strongly Agree

Please explain briefly, giving specific examples where possible, your evaluation of your Department Head's/Dean's effectiveness in the areas of Department Leadership and Faculty Development.

II. Department Planning and Program Assessment

A. My Department Head/Dean is effective in facilitating department planning.

Strongly Disagree Disagree Undecided Agree Strongly Agree

B. My Department Head/Dean has made program assessment a high priority for the department.

Strongly Disagree Disagree Undecided Agree Strongly Agree

C. My Department Head/Dean involves the department faculty in establishing department priorities.

Strongly Disagree Disagree Undecided Agree Strongly Agree

D. My Department Head/Dean appropriately emphasizes teaching excellence.

Strongly Disagree Disagree Undecided Agree Strongly Agree

E. My Department Head/Dean appropriately emphasizes excellence in research.

Strongly Disagree Disagree Undecided Agree Strongly Agree

F. My Department Head/Dean appropriately emphasizes excellence in service.

Strongly Disagree Disagree Undecided Agree Strongly Agree

Please explain briefly, giving specific examples where possible, your evaluation of your Department Head/Dean in the areas of Department Planning and Program Assessment.

III. Management of Department Operations

A. My Department Head/Dean is very effective in managing department operations (scheduling classes, managing department budget, conducting department meetings, etc.).

Strongly Disagree Disagree Undecided Agree Strongly Agree

B. My Department Head/Dean exercises good judgment in allocating department resources (space, faculty time, CDF and appropriated funds, etc.).

Strongly Disagree Disagree Undecided Agree Strongly Agree

C. My Department Head/Dean handles problems decisively.

Strongly Disagree Disagree Undecided Agree Strongly Agree

D. My Department Head/Dean makes decisions that reflect understanding of the issues and policies involved.

Strongly Disagree Disagree Undecided Agree Strongly Agree

E. My department/Dean has been successful in obtaining equipment and resources in support of teaching programs.

Strongly Disagree Disagree Undecided Agree Strongly Agree

Please explain briefly, providing specific examples where possible, your evaluation of how effective your Department Head/Dean is in the Management of Department Operations.

IV. Department Relationships Within and Outside the College

A. My Department Head/Dean is very effective in enhancing Department Relationships within the College.

Strongly Disagree Disagree Undecided Agree Strongly Agree

B. My Department Head/Dean is very effective in enhancing Department Relationships Outside the College.

Strongly Disagree Disagree Undecided Agree Strongly Agree

Please explain briefly, providing specific examples where possible, your evaluation of how well your Department Head/Dean develops working relationships between your department and other departments at The Citadel and with constituencies outside the College.

V. Please provide any other observations you wish to make about the effectiveness of your Department Head/Dean to include **specific strengths and weaknesses**.