Memo to: All UH-Downtown/PS Holders
From: Manuel T. Pacheco, President
Subject: Annual Evaluation of Department Chairmen

1. PURPOSE
This PS sets forth the process for annual evaluation of department chairmen at the University of Houston – Downtown (UHD). The process is designed to promote accountability, enhance professional growth, and supply information that will assist in the assessment of strengths and weaknesses of administrative performance.

2. POLICY/PROCEDURES
2.1 The annual evaluation of chairmen is based upon an assessment of the chairman's activities during the preceding year and is conducted by the chairman's dean.

2.2 By the second Monday in February, a questionnaire* on administrative performance is distributed by the dean to the department faculty, lecturers and other professional colleagues that the dean designates. The chairman may add other individuals to the list of those to be surveyed.

2.3 By the third Monday in February, the completed questionnaires are returned to the dean's office.

2.4 By the second Monday in March, the chairman files a report with the dean detailing activities in two areas: administration and service (instructional, institutional, professional, and community).

2.5 The two parts of the evaluation are weighed equally, and, for each part, the chairman is placed in one of 5 categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>5</td>
<td>Significantly above average</td>
</tr>
<tr>
<td>4</td>
<td>Above average</td>
</tr>
<tr>
<td>3</td>
<td>Average</td>
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<tr>
<td>2</td>
<td>Below average</td>
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<tr>
<td>1</td>
<td>Significantly below average</td>
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The sum of the two values determines 5 merit categories:

<table>
<thead>
<tr>
<th>Range</th>
<th>Category</th>
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<tbody>
<tr>
<td>9 - 10</td>
<td>Top</td>
</tr>
<tr>
<td>7 - 8</td>
<td>Second</td>
</tr>
<tr>
<td>5 - 6</td>
<td>Third</td>
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<tr>
<td>3 - 4</td>
<td>Fourth</td>
</tr>
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<td>Fifth</td>
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2.6 The merit categories determine merit salary increments to the base salary.

2.7 By the first Monday in April, the dean presents to the chairman, in writing, an assessment of the chairman's performance and also gives the chairman access to a summary of all data collected in the questionnaire. Within two weeks, a conference between the academic dean and the chairman takes place to discuss the assessment of performance.

2.8 By the fourth Monday in April, the dean presents to the vice president for academic affairs, in writing, an assessment of the chairman's performance.

2.9 A chairman may appeal the performance assessment:

2.9.1 A chairman who is dissatisfied with the dean's decision may appeal to the vice president for academic affairs for reconsideration within five working days after the conference with the dean. The vice president for academic affairs will render a decision within ten working days.

2.9.2 A chairman who is dissatisfied with the decision of the vice president for academic affairs may appeal to the president within five working days after the decision of the vice president for academic affairs. A final decision is rendered by the president within ten working days.

3. REVIEW AND RESPONSIBILITIES
Responsible Party (Reviewer): Vice President for Academic Affairs
Review: As needed
Reprint of original policy statement. Signed original on file in the President's Office.

*See appendix for questionnaire.
DURING THE PAST YEAR, HOW WOULD YOU RATE THIS CHAIRMAN'S ABILITY TO

1. DEVELOP AND/OR COORDINATE CLASS SCHEDULES AND TEACHING ASSIGNMENTS

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<tr>
<th>Significantly Above Average</th>
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<th>Significantly Below Average</th>
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Written Comments

2. FOSTER THE PROFESSIONAL GROWTH OF THE FACULTY

<table>
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<tr>
<th>Significantly Above Average</th>
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<th>Below Average</th>
<th>Significantly Below Average</th>
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Written Comments

3. PROMOTE THE RECRUITMENT AND SELECTION OF INSTRUCTORS OF HIGH QUALITY

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<th>Significantly Above Average</th>
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<th>Below Average</th>
<th>Significantly Below Average</th>
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Written Comments

4. CONDUCT ACADEMIC PLANNING FOR THE DEPARTMENT

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<th>Below Average</th>
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Written Comments

5. DELEGATE ADMINISTRATIVE AUTHORITY, WHEN APPROPRIATE

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Written Comments

6. ADMINISTER AND MONITOR DEPARTMENTAL EXPENDITURES

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</table>

Written Comments
7. SUPERVISE THE DEVELOPMENT AND IMPLEMENTATION OF DEPARTMENTAL PROGRAMS AND OTHER SPECIAL ACTIVITIES

Significantly Above
_____ Above Average _____ Average _____ Average

Below
_____ Below Average

Unable to
_____ Evaluate

Written Comments

8. SUPERVISE FULL-TIME, ADJUNCT, AND PART-TIME FACULTY

Significantly Above
_____ Above Average _____ Average _____ Average

Below
_____ Below Average

Unable to
_____ Evaluate

Written Comments

9. WORK EFFECTIVELY WITH FACULTY AND PROFESSIONAL STAFF

Significantly Above
_____ Above Average _____ Average _____ Average

Below
_____ Below Average

Unable to
_____ Evaluate

Written Comments

10. CONDUCT THE DAY-TO-DAY ADMINISTRATION AND OPERATION OF THE DEPARTMENT

Significantly Above
_____ Above Average _____ Average _____ Average

Below
_____ Below Average

Unable to
_____ Evaluate

Written Comments

11. IMPARTIALLY EVALUATE FACULTY AND STAFF

Significantly Above
_____ Above Average _____ Average _____ Average

Below
_____ Below Average

Unable to
_____ Evaluate

Written Comments

12. ASSIST THE FACULTY IN STUDENT-RELATED PROBLEMS

Significantly Above
_____ Above Average _____ Average _____ Average

Below
_____ Below Average

Unable to
_____ Evaluate

Written Comments
13. ENCOURAGE EXCELLENCE IN TEACHING AMONG DEPARTMENTAL FACULTY

Significantly  Above  Below  Significantly  Unable to
_______ Above Average  _______ Average  _______ Average  _______ Below Average  _______ Evaluate

Written Comments

14. ENCOURAGE EXCELLENCE IN SERVICE (INSTITUTIONAL, PROFESSIONAL, AND COMMUNITY) AMONG DEPARTMENTAL FACULTY

Significantly  Above  Below  Significantly  Unable to
_______ Above Average  _______ Average  _______ Average  _______ Below Average  _______ Evaluate

Written Comments

15. ESTABLISH PROPER PRIORITIES IN ALLOCATING DEPARTMENTAL RESOURCES (HUMAN, PHYSICAL, AND FISCAL)

Significantly  Above  Below  Significantly  Unable to
_______ Above Average  _______ Average  _______ Average  _______ Below Average  _______ Evaluate

Written Comments

16. COMMUNICATE DEPARTMENTAL, UNIVERSITY, SYSTEM, AND STATE POLICIES AND PROCEDURES

Significantly  Above  Below  Significantly  Unable to
_______ Above Average  _______ Average  _______ Average  _______ Below Average  _______ Evaluate

Written Comments

17. REPRESENT THE NEEDS AND CONCERNS OF THE DEPARTMENT TO THE ADMINISTRATION

Significantly  Above  Below  Significantly  Unable to
_______ Above Average  _______ Average  _______ Average  _______ Below Average  _______ Evaluate

Written Comments

18. ENCOURAGE AND BE RECEPTIVE TO A WIDE VARIETY OF IDEAS

Significantly  Above  Below  Significantly  Unable to
_______ Above Average  _______ Average  _______ Average  _______ Below Average  _______ Evaluate

Written Comments
19. **RESPOND PROMPTLY AND EFFECTIVELY TO FACULTY AND STAFF REQUESTS**

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<th>Below Average</th>
<th>Significantly Below Average</th>
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Written Comments

20. **IDENTIFY AND INITIATE STRATEGIES FOR SOLVING PROBLEMS**

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<th>Below Average</th>
<th>Significantly Below Average</th>
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Written Comments

21. **ENCOURAGE FACULTY TO SHARE IN THE DECISION-MAKING PROCESS WITHIN THE DEPARTMENT AND THE UNIVERSITY**

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<th>Below Average</th>
<th>Significantly Below Average</th>
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Written Comments

22. **ENGAGE IN ACTIVITIES WHICH ENHANCE THE REPUTATION OF UHD IN THE HOUSTON AREA**

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<tr>
<th>Significantly Above Average</th>
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<th>Below Average</th>
<th>Significantly Below Average</th>
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Written Comments

23. **OVERALL, HOW WOULD YOU RATE THIS CHAIRMANS PERFORMANCE THIS PAST YEAR?**

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Written Comments

*IF YOU WISH TO MAKE ANY ADDITIONAL COMMENTS, PLEASE USE THE SPACE BELOW (AND ADDITIONAL SHEETS, IF NECESSARY) TO ADDRESS ANY ISSUES WHICH YOU FEEL MIGHT ASSIST THE DEAN IN EVALUATING THE PERFORMANCE OF THIS CHAIRMAN.*