

DIRECTIONS FOR COMPLETING DEPARTMENT HEADS' ANNUAL EDO COMPREHENSIVE EVALUATION

The Department Head's EDO Comprehensive Evaluation will include, when completed, the following documents: Annual Objectives, Annual Report and Annual Evaluation.

1. Prior to May 1 preceding the evaluation year, the Department Head will complete the Annual Objectives document and submit it to the Dean for approval. The objectives should be stated in complete sentences and indicate clearly whether they should be regarded principally as department/administrative or faculty/individual. In some instances, it may not be possible to distinguish between the two.
 - a. The Annual Objectives, where possible, should refer explicitly to institutional and college/school objectives. The objectives should clearly reflect a personal as well as a departmental commitment to affirmative action.
 - b. Where appropriate, objectives should include approximate timelines for completion.
 - c. In framing departmental/administrative objectives, the Department Head may wish to include such items as (1) specific efforts to increase the hiring, promotion, and training of minorities, (2) improvements to be made in departmental administration, (3) departmental initiatives scheduled for implementation, (4) planning efforts toward long-range initiatives, (5) plans to address particular departmental challenges, (6) professional and scholarly activities to be pursued, (7) professional development activities to be undertaken, (8) departmental efforts toward university, college/school, and community service, and (9) new courses to be taught or new pedagogical methods to be employed.
 - d. If the Head or Dean wishes to differentiate faculty/individual from departmental/administrative objectives, faculty/individual objectives might include such items as projected responsibilities in (1) teaching, (2) advisement, (3) university, college and community service, and (4) research, publications, presentations, or other creative activities.
2. Prior to March 1, the Department Head should complete the Annual Report, summarizing below each objective the extent to which it was accomplished. The Annual Report should be as specific as possible. If further action on any objective is required, the Report should indicate whether efforts toward the objective will be continued the following year.
3. During the evaluation conference with the Dean, March 5-20, the Department Head may expand any items in the Annual Report requiring additional explanation. During or following the conference, the Dean will evaluate each objective in the Report. As part of the Annual Evaluation, the Dean will include a summary paragraph indicating an overall performance assessment and pointing to objectives which should be considered for the following year. The Dean will then indicate his or her overall evaluation of the Head's performance as Distinguished, Commendable or Unsatisfactory.
4. After the Dean has completed the Annual Evaluation, including the summary paragraph and overall evaluation, the Department Head will sign the document and indicate whether he or she accepts or does not accept the evaluation. The signature does not indicate concurrence with judgments expressed by the Dean. If the Department Head indicates that he or she does not accept the evaluation, the Department Head may wish to state, in writing, the reasons. This additional documentation should be attached to the Annual Evaluation.
5. After both the Dean and Department Head have signed the Annual Evaluation, it will be forwarded by the Dean to the Provost for review and approval.

DEPARTMENT HEADS' EDO COMPREHENSIVE EVALUATION

Part I: Annual Objectives

NAME _____ YEAR BEING EVALUATED _____

Department _____ Years of Service at UTC/UC _____

SAMPLE FORMAT:

- 1. OBJECTIVE:** In order to improve communications within the department, I will initiate at the beginning of the fall semester one-hour department faculty meetings every other week.

Department Head's Signature _____ **Date** _____

Dean's Signature _____ **Date** _____

DEPARTMENT HEADS' EDO COMPREHENSIVE EVALUATION

Part II: Annual Report

(For additional space, use Part II: Annual Report, Continued)

NAME _____ YEAR BEING EVALUATED _____

SAMPLE FORMAT:

1. **OBJECTIVE:** In order to improve communications within the department, I will initiate at the beginning of the fall semester one-hour department faculty meetings every other week.

REPORT: The department has met twice each month since September and will continue to do so. The meetings have contributed significantly to improved communication in the department.

Department Head's Signature _____ **Date** _____

Dean's Signature _____ **Date** _____

DEPARTMENT HEADS' EDO COMPREHENSIVE EVALUATION

Part III: Annual Evaluation

NAME _____ YEAR BEING EVALUATED _____

SAMPLE FORMAT:

- 1. OBJECTIVE:** In order to improve communications within the department, I will initiate at the beginning of the fall semester one-hour department faculty meetings every other week.

REPORT: The department has met twice each month since September and will continue to do so. The meetings have contributed significantly to improved communication in the department.

EVALUATION: I commend Dr. Marlowe for this action. Concerns regarding communication within the department have steadily decreased.

DEPARTMENT HEADS' EDO COMPREHENSIVE EVALUATION
Part III: Annual Evaluation, Continued

NAME _____ YEAR BEING EVALUATED _____

EVALUATION SUMMARY

RECOMMENDED OVERALL EVALUATION

Distinguished

Commendable

Unsatisfactory

I accept this evaluation.

I do not accept this evaluation.

My reasons for not accepting this evaluation are attached.

Department Head's Signature _____

Date _____

Dean's Signature _____

Date _____

Signature of Reviewing Administrator _____

Date _____