

**SAINT LOUIS UNIVERSITY  
PARKS COLLEGE OF ENGINEERING, AVIATION AND TECHNOLOGY**

Policy Number PARKS-004  
Effective Date: July 1, 2017

v1.0. Revised: February 3, 2017

**DEPARTMENT CHAIR EVALUATION POLICY**

**PURPOSE:** To establish the policy and procedures by which the dean of Parks College may seek input from faculty members for the purpose of evaluating department chairs annually.

**SCOPE:** Applies to department chairs or department heads of all departments in Parks College.

**POLICY**

**I. General**

This policy is to formalize a resolution that was passed by the Faculty Assembly of Parks College in 2013 requiring that all faculty members be given the opportunity to provide input into the dean's annual evaluation of the department chair.

This Parks College of Engineering, Aviation and Technology (Parks) policy falls within a greater hierarchy of laws, statutes and rules. College policies are subject to compliance with laws and regulations instituted by higher governing authorities as follows:

- A. Federal laws and regulations
- B. State laws and administrative rules
- C. University policies and procedures
- D. Parks College of Engineering, Aviation and Technology policies and procedures

**II. Policy Statement**

The dean of Parks College shall seek input from faculty members in the chair's department as part of the dean's annual evaluation of the department chair.

**III. Restrictions on Input**

The dean may utilize the input from faculty solely for the purpose of evaluating the department chair annually. The dean is encouraged to share the summary of the collected data with the department chair in writing as part of the annual review.


**IV. Evaluation Process**


The dean may utilize any method to obtain the input from the faculty, including one-on-one meetings, paper questionnaires or online questionnaires. While faculty members are encouraged to provide input regarding their chair, they are not obligated to do so. The dean is encouraged to use an evaluation instrument that is anonymous and, at the minimum, should

contain questions that address chair's competency in leadership, fairness, collegiality, and timely communication with her/his constituencies.

**V. Approvals**

Approved by Parks Faculty Assembly on May 3, 2017

Signature:  Date: 9-28-17  
\_\_\_\_\_  
Kyle Mitchell  
Chair, Parks Faculty Assembly

Signature:  Date: 9/14/2017  
\_\_\_\_\_  
Michelle Sabick  
Dean, Parks College of Engineering, Aviation and Technology