Sample Announcement to Faculty

# Suggestions and Guidelines for Planning and Conducting a Periodic Evaluation of a University Administrator (2010)

November 15, 2010

To: Faculty, Department of History

From: *Ad Hoc* Committee for the Evaluation of Dr. A. P. Howe, Head of the Department of History (B. L. Smith, Chair; A. W. Booth; G. H. Henry; M. J. Todd)

According to the University Statutes, a department head must be formally evaluated at least once every five years. Our committee has been appointed by the department’s Executive Committee to conduct this evaluation.

Our evaluation plan is to obtain information in three ways:

1. Each of you is requested to complete an online survey [insert hyperlink on “complete an online survey”], which includes 20 scaled items and two open-ended questions. Please complete the survey by Friday, December 3.
2. A random sample (10) of the departmental faculty having at least a .50 FTE appointment in our department will be asked to be interviewed by two members of the committee.
3. An open meeting has been scheduled for Thursday, December 2 in Room 25 of Smith Hall for you to present your views about the department head’s effectiveness. The members of our committee will be present.

The information given by you will be held in strict confidence. The department head and dean will receive copies of a written summary of the evaluation. Only summary statistics of each scaled item will be included in the written report. The committee will have access to surveys that are completed online, including scaled item and written responses; the committee’s chair responsible for ensuring the confidentiality of these data. Survey responses will be deleted once the committee’s report is distributed to Dean Warren. Our committee will also meet with Dean Warren to discuss our evaluation report. Dean Warren will inform the faculty of our evaluation at a faculty meeting in late spring.

Thank you for your cooperation. If you have any questions about this evaluation, please feel free to speak to any of the committee members.