Department Chair Evaluation Process
Portfolio Review
Category II Faculty

1. Prior to Review
    a. Type of faculty
        i. Year to year contract
        ii. Multi-year contract
        iii. Other
    b. First time being reviewed or returning faculty
        i. This is important as the chair as well as committee members work with the faculty in all aspects of preparation.
        ii. We do not reinvent the wheel. Category I faculty and Senior Category II faculty share templates for the process and review prior to submission
    c. Annual meetings with the chair to address challenges, goals, etc.
    d. Feedback from department mentors that work with the faculty
    e. Formal, peer observations from the peer observation committee
2. During the review process
    a. All information from section 1 above is considered and cataloged for review
    b. Annotated CV is reviewed first
        i. SRI scores
        ii. Student comments
        iii. Teaching
        iv. Service
        v. PD
            1. Conferences attended
            2. Continuing education if necessary
            3. Presentations
            4. Special circumstances, i.e., reassign time, curriculum work, other assignments that are not teaching
    c. Specific areas of interest are highlighted for later comparison to the narrative
        i. Special assignments
        ii. SRI scores that present concerns, high or low
        iii. Student comments that consistently relate to a common issue
        iv. Annotation
    d. Narrative Review
        i. Overview paragraph
            1. If there have been previous reviews, is there anything that the faculty was asked to address
            2. Goals and teaching philosophy
        ii. Specific sections to address the following
            1. Teaching and Advising
            2. Service
            3. Professional Development

4. Summary to include goals moving forward

3. Post-Review
    a. The chair letter is uploaded and shared with the faculty
    b. Follow up meeting to discuss the next contract year if applicable
    c. Goal setting and work with the department review committee and faculty mentor