

Woody L. Hunt College of Business

Department Chair Evaluation Policy

Department Chairs serve an integral role in the operations of the Woody L. Hunt College of Business. In accordance with the Handbook of Operating Procedures of The University of Texas at El Paso (Section 1: Introduction and University Administration, Chapter 3: Administration, 3.1.10 Academic Department Chairs/Directors, see <https://www.utep.edu/vpba/hoop/section-1/administration.html>) and as outlined by the University of Texas System at <https://www.utsystem.edu/sites/policy-library/policies/uts-182-selection-appointment-roles-and-responsibilities-evaluation>), each Department Chair has general charge and responsibility for the following duties/functions within their academic departments or program. This is an amended list of duties/functions tailored to the operations of Hunt College:

- a. Recommendations for appointment, re-appointment, retention, dismissal, tenure, promotion, and merit salary determinations of all faculty and other department personnel;
- b. Evaluation of faculty;
- c. Recommendations for and management of the department budget and resources;
- d. Expenditure control and compliance with administrative policies and procedures;
- e. Planning, evaluation, and development of programs;
- f. Preparation of the schedule of course offerings;
- g. Assignment of duties, including teaching assignments, for faculty and staff personnel;
- h. Assignment of allocated department space and facilities;
- i. Maintenance and security of department equipment and facilities;
- j. Appointment of all department committees and chairs of committees, unless other rules specify the method of composition;
- k. Solicitation of advice from the faculty;
- l. Calling and conducting faculty meetings;
- m. A department annual report as outlined below; and
- n. Other departmental academic and administrative duties as assigned by the dean.

In addition to the duties/functions noted above, Department Chairs will work with the Dean and the respective Associate and Assistant Deans in support of:

1. the College's strategic plan and policies, including workload;
2. the integration and implementation of the College's Assurance of Learning process with respect to the collection of data on student learning outcomes, analysis of the data, and the implementation of recommendations drawn from the analysis; and
3. the annual assessment of faculty qualifications and updates within Faculty Success in accordance with AACSB accreditation standards.

In light of the duties and responsibilities outlined, Department Chairs will undergo an annual department chair evaluation (32.1 Annual Performance Evaluation Policy) along with a three-year comprehensive review. The review will be based on the annual evaluation reports submitted

by the Department Chair and the Faculty Department Chair Evaluations, which will be administered every other year beginning with Spring 2026.

Annual Department Chair Evaluation:

As part of the annual evaluation process, the Department Chair will submit an Annual Department Chair Evaluation Report as follows:

1. A list of major accomplishments as a Department Chair during the previous academic year (September 1 – August 31) and how these relate to the major goals set for the past year. A list of activities typically includes the following:
 - a. Curricular initiatives such as new programs or improvements/changes in existing programs
 - b. Certification that the department has adhered to the College Workload Policy; if any deviations were observed, they need to be listed here along with clear justifications.
 - c. Discussion on the efficient allocation of faculty resources (no small class sections); include information about average section size
 - d. Department external relations, including co-curricular (class industry projects) and extracurricular activities (employer networking mixers, career events, student mentoring, student organizations, etc.)
 - e. Enrollment trends in different programs/majors/minors housed in the department
2. An outline of primary administrative goals for the next calendar year.
3. The current or updated strategic plan and SWOT analysis for the department.
4. A discussion of future department resource needs (faculty, M&O, other) and corresponding justifications
5. An administrative Self-Assessment Statement (not to exceed three single-spaced pages): The self-assessment provides an opportunity to summarize your goals as a department chair and your efforts to accomplish those goals. The self-assessment should include goals related to the Department and the College's teaching, research, and service mission. The self-assessment should include other activities such as faculty mentoring and evaluation, the development of external relationships, projected major tasks for the upcoming calendar year, and personal reflections.

The Annual Evaluation Report must be submitted to the Dean no later than September 1 and at a minimum must address the issues outlined above.

Three-Year Comprehensive Review:

Each department chair will participate in a cumulative three-year review. The following items shall be submitted for this review:

1. A summary that describes the department's major accomplishments during the previous three academic years.
2. A discussion of the challenges faced by the department moving forward.
3. A self-assessment of the faculty member's tenure in the previous three academic years in the department chair's role.
4. Department chair annual evaluation reports for the previous three academic years
5. Department annual reports for the previous three academic year

6. At least one faculty evaluation summary (to be included by the Dean)

The comprehensive review will be conducted by the Dean. All documents are due no later than November 1 following the completion of three full academic years after the department chair's first appointment, and following the same time interval, thereafter. Partial years of service are not to be counted for comprehensive review purposes.

Periodic Faculty Evaluation of Department Chairs:

Department Chairs play a pivotal role and occupy a unique place in academic leadership; they serve as the facilitating link among department faculty members, staff, students, and higher administration. All activities and roles of the Department Chair are undertaken in light of furthering the best interests of the students in Hunt College and The University of Texas at El Paso. Department Chairs serve five essential roles: (1) academic leaders of departments; (2) representatives of their departments, faculty members, and staff to the rest of the University, especially higher administration; (3) representatives of higher administration to their departments; (4) managers of department resources; and (5) representatives of the department and University to external bodies.

Your Department Chair has made available a summary of his or her efforts and accomplishments for the evaluation period at [electronic link XXX]. The following link provides the electronic survey: **Link**. Please respond to the following statements regarding the Department Chair's performance. Select the number that most closely reflects your experience and observation of his or her performance for questions 1-14, on a scale of 1-5, with 5 being the HIGHEST rating. Fill in the number 3 to indicate that you do not have sufficient information to respond. The survey will be available until **date and time**.

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1. The Department Chair is accessible.
2. The Department Chair makes decisions generally in the department's best interests.
3. The Department Chair does a good job in managing the department's resources.
4. The Department Chair sets goals and priorities consistent with the mission of the Department, College, and University.
5. The Department Chair facilitates faculty and staff participation in decision-making and departmental governance.
6. The Department Chair is fair in dealing with me.
7. The Department Chair does a good job of representing College and University decisions and policies to the department.
8. The Department Chair works to build departmental consensus.
9. The Department Chair communicates effectively with the department.
10. The Department Chair provides appropriate leadership in recruiting and developing new faculty.
11. The Department Chair encourages and motivates good teaching.
12. The Department Chair encourages and motivates good research.
13. The Department Chair encourages and motivates good professional service.

14. The Department Chair performed his or her responsibilities well during the past calendar year.

Written feedback:

15. What are the Department Chair's strengths?

16. Please identify any areas of improvement you'd like the Department Chair to consider.

17. Please add any further comments below.

Last updated: July 23, 2025