

Chair Annual Evaluation
For the time period January 1, 2025 – December 31, 2025
[Date of Submission]

Name:

Title/Academic Rank:

College:

Department/Division:

Program:

Colleges may require additional information or documentation from faculty to meet specific accreditation requirements.

Teaching

1. List all courses taught:

Courses Taught	Date/Semester	Number of Enrolled Students	Number of Survey Responses	Average Scores from Student Course Evaluations
HIS				

2. List advising activities for the year:

3. List any program duties outside the classroom (e.g. program coordination, lead instructor, etc.):

4. List Professional Development activities and outcomes below:

Professional Development Activity	Date	Who Provided the Activity	Outcome/Benefit

5. Describe other activities or evidence that contributed to your teaching effectiveness (use of technology, creative teaching methods, etc.):

6. List any awards received for teaching:

7. Evaluate teaching goals for this academic year:

Teaching Goals for current Academic Year	Activity	Outcome

8. Proposed teaching goal(s) for next year:

9. Self-assessment of teaching should include: 1) strengths/weaknesses in the classroom; 2) discussion of student course evaluations; 3) discussion of previous improvements and their effectiveness; 4) strategies/plans for improvement; and 5) other considerations if applicable:

Scholarship

1. List publications, presentations, grants/contracts, other, and any awards received for scholarship:
(Use formal citation where appropriate and indicate if the article or presentation was selected through peer review.)
2. Evaluate scholarship goals for current academic year:

Scholarship Goals for current Academic Year	Activity	Outcome

3. Proposed scholarship goal(s) for next year:
4. Self-assessment of publications, presentations, grants/contracts, other:

Service

1. List departmental, university, or professional service, and any awards received for service. Indicate the amount of activity and time the commitments required.
2. Evaluate service goals for current academic year:

Service Goals for current Academic Year	Activity	Outcome

3. Proposed service goal(s) for next year:

4. Self-assessment of departmental, university, and professional service:

Collegiality

Delta State recognizes the importance of effectiveness in interpersonal relationships, including collegiality, professional ethics, cooperativeness, resourcefulness, and responsibility. Evidence of collegiality will reflect the following behaviors: collaborating with other members of the faculty and administration; agreeing to serve on committees or performing a task for the good of the group; following through on professional tasks, meeting deadlines, and carrying out all relevant responsibilities; respecting the decision-making processes of the unit; communicating with others professionally; relating to others in ways that are constructive, supportive, and professional.

1. Discuss below how you have demonstrated collegiality within the context of teaching, scholarship, and service. These can be references to more detailed discussions in the above sections.

2. Include any additional demonstrations of collegiality outside of the context of teaching, scholarship, and service that should be noted.

Summary table

Total number of publications	Total number of presentations	Total number of awards and recognitions	Total number of grants/contracts

Leadership & Administration

1. List significant leadership and administrative accomplishments in this current year. This may include, but is not limited to, references to the list of Chair Duties found on the shared Dean and Chairs drive along with special recruitment or retention activities.

Leadership Goals for current Academic Year	Activity	Outcome

2. Proposed Leadership & Administration goal(s) for next year:

Leadership & Administrative Goals for next Academic Year	Anticipated Activity	Anticipated Outcome

3. Self-assessment of leadership and administrative practices:

Dean's Evaluation:

Areas to be evaluated and rated are (1) teaching, (2) research/scholarship/creative activity, (3) service, (4) leadership & administration, and (5) overall performance. In each area, the dean rates chair performance, as set forth below, relative to expectations for his or her rank, based on previously established objectives for that chair (including goals for the previous year).

1. Narrative evaluation:

Dean's Goals for Chair for Next Academic Year	Suggested Activity	Suggested Outcome

2. If a written Professional Improvement Plan is necessary, what items and outcomes should be addressed?

Item

Weight [^]		Outstanding	Exceeds Expectations	Meets Expectations	Needs Improvement*	Unsatisfactory*	
40%	Teaching	O	O	O	O	O	N/A
10%	Scholarship	O	O	O	O	O	N/A
10%	Service	O	O	O	O	O	N/A
40%	Leadership & Admin	O	O	O	O	O	N/A
	Overall	O	O	O	O	O	

Chair Signature: _____ Date: _____

[Chair signature represents awareness of this evaluation, not agreement.]

July 28, 2025

Dean Signature: _____ Date: _____

*An improvement plan is required.