



Administrator Name: **Sample Chair**
 Department of Psychology
 _IDEA University



DEPARTMENT HEAD/CHAIR INFORMATION FORM (CIF)

Part I-A. Responsibilities

The list below describes responsibilities which some department heads/chairs pursue. Please indicate the importance of each responsibility by identifying it as “not relevant,” “relevant,” or “high priority.” You are limited to selecting from 3 to 6 responsibilities as “high priority.” Once you have completed your selections, press the “Submit” button below.

1 = Not Relevant 2 = Relevant 3 = High Priority

1. Attending to essential administrative tasks (e.g., class scheduling, staffing, finances/budgeting, facilities) 1 2 3
2. Fostering good teaching in the department (e.g., encourages course updating, use of appropriate technology, attending to student feedback) 1 2 3
3. Assisting in securing funding from external sources (e.g., grants, contracts, gifts, partnerships) 1 2 3
4. Leading in establishing and monitoring progress on annual or biannual department goals 1 2 3
5. Guiding the development of sound procedures for assessing faculty performance 1 2 3
6. Facilitating successful recruitment and selection of promising faculty 1 2 3
7. Communicating the department’s needs (e.g., personnel, space, monetary, technology) to the dean and other appropriate administrators 1 2 3
8. Developing collegiality/cooperation among faculty members 1 2 3
9. Stimulating research, scholarly activity, and/or creative endeavors in the department 1 2 3
10. Guiding the development of a sound long-range plan to carry out departmental programs 1 2 3
11. Promoting a positive image of the department within the campus community 1 2 3
12. Fostering the development of each faculty member’s special talents or interests 1 2 3
13. Ensuring that new faculty and staff are acquainted with departmental procedures, priorities, and expectations 1 2 3
14. Clearly communicating expectations of the campus administration to the faculty 1 2 3
15. Stimulating or rejuvenating faculty vitality/enthusiasm 1 2 3
16. Facilitating curriculum development 1 2 3
17. Establishing trust between himself/herself and members of the faculty 1 2 3
18. Promoting a positive image of the department to off-campus constituencies 1 2 3
19. Rewarding faculty in accordance with their contributions to the department 1 2 3
20. Ensuring the assessment of student learning outcomes is meaningful and ongoing 1 2 3
21. Actively supporting student recruitment and retention efforts 1 2 3

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Part I-B. Responsibilities

Now that you have prioritized your work, please rate your performance over the past year on each of the responsibilities you selected as either "relevant" or "high priority." Select the number which best represents your judgment of how well you performed as head/chair.

1 = Poor 2 = Fair 3 = In Between 4 = Good 5 = Outstanding

The items listed will vary, depending on selection of items by chair in Part I-A.

Part II. Personal Characteristics

To what degree do the qualities below represent a "strength" or a "weakness" for you? Select the number which best corresponds to your judgment of yourself.

1 = Definite Weakness 2 = More a Weakness than a Strength 3 = In Between
4 = More a Strength than a Weakness 5 = Definite Strength

- 22. Problem solving ability 1 2 3 4 5
- 23. Demonstrates caring..... 1 2 3 4 5
- 24. Practical judgment 1 2 3 4 5
- 25. Trustworthy..... 1 2 3 4 5
- 26. Flexibility/adaptability in dealing with individuals/situations 1 2 3 4 5
- 27. Fairness 1 2 3 4 5
- 28. Organizational skills 1 2 3 4 5
- 29. Consistency 1 2 3 4 5
- 30. Enterprising..... 1 2 3 4 5
- 31. Institution-centered 1 2 3 4 5
- 32. Clarity 1 2 3 4 5

Part III. Administrative Methods

To what degree do the following statements represent a "strength" or a "weakness" for you? Select the number which best corresponds to your judgment of yourself.

1 = Definite Weakness 2 = More a Weakness than a Strength 3 = In Between
4 = More a Strength than a Weakness 5 = Definite Strength

- 33. Allocate faculty responsibilities in an effective and equitable manner 1 2 3 4 5
- 34. Reduce, resolve, and/or prevent conflict among departmental faculty members 1 2 3 4 5
- 35. Assist faculty in developing their own goals and priorities 1 2 3 4 5
- 36. Make sound suggestions for developing/changing departmental directions/priorities 1 2 3 4 5
- 37. Effectively advocate for departmental interests to higher authorities..... 1 2 3 4 5
- 38. Demonstrate that high faculty morale is vital to you..... 1 2 3 4 5
- 39. Try out new ideas with the faculty..... 1 2 3 4 5
- 40. See to it that faculty members are working up to capacity 1 2 3 4 5
- 41. Look out for the personal welfare of individual faculty members 1 2 3 4 5
- 42. Let faculty members know what is expected of them 1 2 3 4 5
- 43. Promote inclusiveness and diversity among students and faculty 1 2 3 4 5
- 44. Make sure the work of the faculty is coordinated 1 2 3 4 5
- 45. Explain the basis for your decisions 1 2 3 4 5

- 46. Let faculty members know when they have done a good job 1 2 3 4 5
- 47. Make sure your part in the department is understood by all members 1 2 3 4 5
- 48. Act as though visible department accomplishments were vital to you..... 1 2 3 4 5
- 49. Maintain definite standards of performance 1 2 3 4 5
- 50. Put faculty suggestions into action 1 2 3 4 5
- 51. Facilitate positive relationships between faculty and the clerical/technical staff 1 2 3 4 5
- 52. Encourage teamwork among members of the faculty 1 2 3 4 5
- 53. Provide feedback to faculty on their major activities 1 2 3 4 5

Chair Information

This final section of the Chair Information Form includes four questions about your role as chair and this survey process. Your responses will be used to further research about the effective functioning of chairs and will not have an impact on your results.

54. Please select the response that best represents your selection/appointment as chair.

- a. Internal search within the department
- b. Internal search within the institution but external to the department
- c. External search to the institution
- d. Other

55. Counting the current year, how long have you served as head/chair?

56. Approximately what percent of the courses in your department are taught by adjunct/part-time/contingent faculty?

57. Which of the following best describes the participation of adjunct/part-time/contingent faculty members in this survey process?

- a. All adjunct faculty were invited to participate
- b. Only some adjunct faculty were invited to participate
- c. No adjunct faculty were invited to participate
- d. I don't know
- c. Not applicable, we don't have adjuncts in my department

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