DEPARTMENT HEAD SURVEY BY ACADEMIC DEPARTMENT MEMBERS

Listed below are questions relating to the role and responsibilities of the Academic Department Head. For each item, select the number from the scale listed below which best represents your evaluation of the Department Head. There is additional space for any general comments or recommendations that you feel would be helpful.

Return completed forms to the Dean of Academic Affairs.

<table>
<thead>
<tr>
<th>Strongly Agree</th>
<th>Somewhat Agree</th>
<th>Somewhat Disagree</th>
<th>Strongly Disagree</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Name of Department Head: ____________________________________________

**Individual Concerns.** My department head:

1. _____ Maintains positive working relationships with me.
2. _____ Shows respect for me.
3. _____ Maintains a comfortable style of working with me.
4. _____ Evaluates me fairly and is willing to give honest constructive criticism.
5. _____ Encourages my professional growth as a department member.
6. _____ Is accessible to me.

**Departmental Concerns.** My department head:

7. _____ Delegates responsibility appropriately.
8. _____ Makes decisions in a fair and objective fashion.
9. _____ Shares information and views on relevant topics with department members.
10._____ Is open to new ideas and suggestions.
11._____ Attends to details effectively.
12._____ Plans effectively.
13._____ Provides effective leadership for the department.
14._____ Conducts departmental meetings efficiently and effectively.
15._____ Confronts difficulties in a positive manner.
16._____ Accepts constructive criticism.
17._____ Seeks input for decision-making from department members.
18._____ EXPECTS professional standards of performance from all department members.

--- OVER ---
**Departmental Concerns (continued)**

19._____ Demonstrates professional standards of performance.

20._____ Is tactful and understanding

21._____ Shows imagination and creativity.

22._____ Responds effectively to students referred by faculty members for advice or assistance.

23._____ Deals effectively with student complaints.

**Institutional Concerns.**  My department head:

24._____ Cooperates with other departments/programs.

**Summary.**

My department head appropriately represents the concerns of the following:

25._____ Individual member of department.

26._____ Department.

27._____ Full-time Faculty.

28._____ Part-time Faculty (Adjunct Lecturers).

29._____ Institution.

My department head makes appropriate use of the following resources:

30._____ Budget.

31._____ Faculty.

32._____ Facilities.

My department head communicates clearly and effectively:

33._____ In writing

34._____ Orally

My overall impression of this Department Head is:

35._____ on a scale of 1 (superior) through 5 (poor).

**Comments or recommendations:**

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Survey of Department Head
Rev. 3/12