**Brooks College Peer Recommendation for Unit Head—TT FACULTY**

**Review of Calendar Year 2017**

Academic unit heads have two different sets of responsibilities. They have standard faculty responsibilities in the areas of teaching, scholarship, and service and also administrative responsibilities as a unit head. Faculty are asked to evaluate their unit head’s performance as satisfactory, less than satisfactory, or exemplary in each of these two separate categories. This form consists of two parts.

***Return both parts of this form to Noreen Savage, Brooks College Dean’s Office, by February 19, 2018.***

**My recommendation for:**

**Part A. Evaluation of the unit head as a faculty member:**

\_\_\_\_\_\_ Less than satisfactory performance

\_\_\_\_\_\_ Satisfactory performance

\_\_\_\_\_\_ Exemplary performance

**Statement of rationale:** Your statement of rationale should address issues of teaching, scholarly/creative activity, and non-unit head service to the University, College, discipline/profession, and community using standard criteria while taking into account the time required for unit head responsibilities. Normally, expectations for service external to the unit would be minimal.

Print Name Signature Date

*(Please continue with Part B of the evaluation)*

**Brooks College Peer Recommendation for Unit Head—TT FACULTY (Continued)**

**Review of Calendar Year 2017**

**Part B. Evaluation of the unit head *qua* unit head:**

\_\_\_\_\_\_ Less than satisfactory performance

\_\_\_\_\_\_ Satisfactory performance

\_\_\_\_\_\_ Exemplary performance

**Statement of rationale:** Qualities to consider are effectiveness as a leader in facilitating the setting and achieving of unit goals, and conducting productive unit meetings; effectiveness and fairness in workload assignments, course scheduling, personnel reviews, and budget allocations; effectiveness in promoting an environment supportive of student, faculty, and staff success and engagement; and effectiveness in serving as a liaison between the unit and the College and University. Evaluations of less than satisfactory or exemplary require a narrative explanation.

Print Name Signature Date

***Return both parts of this form to Noreen Savage in the Brooks College Dean’s Office   
by February 19, 2018.***