

CHAIRPERSON EVALUATION
OF FACULTY PERFORMANCE

INSTRUCTIONS FOR DEAN

1. Receive completed evaluation forms from the chairperson by the end of May.
2. Complete Part X (Page 11).
3. When you have completed Part X, **print the page**. (Keep in mind that, depending upon the version of Adobe Acrobat you have, you may not be able to “save” your data.)
4. **Sign and date Page 11**. Attach it to the evaluation.
5. Forward all completed evaluations to Human Resources **BY THE END OF JUNE**.

This completes your requirements for the Chairperson Evaluation of Faculty Performance process.

Any comments you may have about the online process would be greatly appreciated. Please submit your comments to lmoore@ysu.edu. Thank you.