



Committee Chair Evaluation Tool

For use by Committee Members to evaluate Chair leadership, effectiveness, and engagement during the current academic year.

Committee Name:

Academic Year:

Committee Chair Name:

Chair's Home Department:

Committee Member Name:

Instructions: Please rate the Committee Chair on the following dimensions using the scale provided and respond briefly to the open-ended questions.

Rating Scale: 1 = Rarely / Never 2 = Occasionally 3 = Sometimes 4 = Often 5 = Always

	1	2	3	4	5
Preparation & Organization: The Chair prepared agendas, managed meeting time well, and ensured materials were distributed in advance.					
Engagement & Inclusiveness: The Chair encouraged participation, fostered respectful dialogue, and ensured diverse perspectives were heard.					
Communication: The Chair communicated expectations clearly and kept members informed of decisions, actions, and next steps.					
Follow-Through & Accountability: The Chair ensured assigned tasks were tracked, completed, and appropriately reported.					
Governance & Compliance: The Chair conducted committee business in alignment with the committee charter, college policies, and shared governance principles.					

In what ways did the Chair most effectively support the work and effectiveness of the committee this year?

In what areas could the Chair strengthen their leadership, communication, or facilitation of the committee?

What specific actions or practices should the Chair continue, modify, or consider in future committee leadership?

Any Additional Comments?

Member Signature:

Date:

Chair Signature:

Date: