

**REQUEST TO PARTICIPATE  
DEPARTMENT CHAIRPERSON/HEAD SELF-IMPROVEMENT SURVEY  
DEPARTMENTAL CLIMATE SURVEY (DCS)**

**PLANNING AND ANALYSIS  
KANSAS STATE UNIVERSITY**

Department Heads are invited to participate in either of two survey administrations conducted by this office to collect, analyze, and report faculty reactions to 1) department head's administrative style and effectiveness or 2) departmental climate. The forms provide a tool for improvement by the department head depending upon the needs of the department.

The first survey form is the *Department Chairperson/Head Self-Improvement Survey (DHSIS)*. This survey form is designed as a web-based survey, but can also be administered using paper evaluations (scan forms) as well. The results provide the department chair/head feedback on his/her administrative style and effectiveness, any concerns/issues, and areas of improvement, and to gauge where he/she is in their tenure. A comprehensive report and verbatim comments from survey participants are provided.

The second survey form is the *Departmental Climate Survey (DCS)*. It serves as an evaluation tool for assessing department climate. Even though the focus is on the climate of the department, important information is provided for the department chairperson/head to assess areas for improvement. Verbatim comments from survey participants are also included in the survey report.

Participation is on a voluntary and confidential basis. Results are sent only to the department head. Department heads are free to send results to anyone they wish by sending a written release request to the Office of Planning and Analysis.

The surveys are available for administration by Planning and Analysis during the fall semester or spring semester. Administration times can be scheduled from three weeks after the semester starts to four weeks before the end of the semester.

**The Survey Process**

To begin the survey process, the department chairperson/head should complete the attached request form and return it to **Planning and Analysis, 226 Anderson Hall**. Upon receipt of this form, P&A will:

- contact the department to establish dates for survey administration and the deadline for receipt of the report by the department chairperson/head.
- request mailing labels or email addresses from the department for sending out the selected survey form.
- send out the selected survey form or informative emails to identified participants, to be returned in confidential, self-addressed envelopes, or submitted via the web, to P&A. Usually not more than ten working days are allowed for completion of the survey forms.
- process the survey forms and provide results (as outlined above) to the department chairperson/head.

Any questions about the survey forms or process can be addressed to the Director of Planning and Analysis, 2-5712.

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## Department Head Evaluation

### Part I. Selection of Survey:

\_\_\_\_\_ *Department Chairperson/Head Self-Improvement Survey (DHSIS)* - Evaluation of the department head's administrative style and effectiveness.

\_\_\_\_\_ Web-based

\_\_\_\_\_ Scan Form

### **OR**

\_\_\_\_\_ *Departmental Climate Survey (DCS)* Evaluation tool for assessing department climate. (Available in scan forms only.)

### Part II. Select Semester to Administer Survey:

\_\_\_\_\_ Fall 2004 semester

\_\_\_\_\_ Spring 2005 semester

### Part III. Contact Information and Signature:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Department Address

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Return to Office of Planning and Analysis  
226 Anderson Hall**