Department Head Evaluation
Dr. *******
Timeline
Spring 2004

January 19   Send draft of invitation letter, participation list, and timeline to dept. head

January 28   Receive from the dept. head: Invitation letter on letterhead (dated February 9, 2004 with deadline of February 13, 2004), participation list, and any revisions

February 2-6  Planning and Analysis – make appropriate copies, prepare mailings, and send out evaluations on February 9

February 9   Evaluations mailed

February 13  Return Deadline for evaluations

February 16-24 Compile and analyze data, prepare final report

February 27  Provide dept. head with final report

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Planning and Analysis