Feedback Considerations & Tips

Spring 2024

- **Soliciting Feedback**
  - The Dean's Office provides the chair/director feedback on their department manager that is based on input from College Business Operations staff interactions with the department manager
  - The department chair/director should seek feedback from faculty and staff in the department on the performance of the department manager (sample email template).

- **Incorporating Feedback**
  - What feedback should be incorporated into the appraisal?
    - Positive feedback tied to performance behavior the chair/director would like to see continue
    - Constructive and relevant feedback that has previously been shared with the department manager and enough time has passed for them to reasonably adjust the behavior
  - Feedback not suited for the appraisal should be incorporated into conversations on goal setting for the next performance cycle (e.g. feedback that is new information for the department manager)
  - What format or other information should be used to provide constructive feedback to the department manager?
    - Direct quotes preferred but paraphrasing may be helpful to protect the identity of who provided negative feedback
    - Frequency of the feedback theme can help the department manager identify priority areas of improvement (e.g. 2 people vs. 10 sharing the same feedback)

SAMPLE EMAIL TEMPLATE
Requesting Feedback in Department

Greetings,

I am requesting your help in providing feedback on your interactions with [INSERT DEPT MANAGER NAME & TITLE] over the past year. Please send me your responses via email to the questions below by [INSERT DATE]. I will compile the feedback and share it with [DEPT MANAGER NAME] in a constructive and anonymous way. If you have questions or concerns, please reach out to me directly.

1. *What are the greatest strengths you have observed in your interactions with [DEPT MANAGER NAME]?*
2. *What are areas of improvement you have observed in your interactions with [DEPT MANAGER NAME]?*
3. *Is there any other feedback you would like to provide that has not been asked in a previous question?*

Thank you,
[DEPARTMENT CHAIR/DIRECTOR NAME]