



## Evaluation of Administrators Policy

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### I. Policy Statement

In addition to annual performance appraisals, senior administrators (vice presidents, deans, and directors) undergo in-depth performance review and evaluation every fifth year. In Academic Affairs, the survey portion of this process is carried out for deans, directors, and department chairs annually to provide information for continuous improvement. The review seeks input from subordinates and peers and focuses on the administrator's management and organizational ability, leadership, and progress on the unit's stated goals and objectives.

#### Periodic Review of Deans

Deans shall undergo a comprehensive performance review every five years. A request for an earlier review may be made if asked for by a minimum of 30% of the college's voting membership (as defined in Article I, *Section 3*, of the University's *Statutes—Corps of Instruction*). In the fifth year of a dean's tenure, and shortly after the fifth annual evaluation, the provost shall conduct the performance review.

The performance review will include examination of all responsibilities of the position of dean. The review portfolio will contain at a minimum: the dean's curriculum vitae, summary of the dean's accomplishments over the last five years, the dean's goals for the upcoming five years, the college faculty's annual evaluations (including electronic evaluations) of the dean, and the provost's annual evaluations of the dean.

Faculty, staff, and department chairs of the college, and peer deans will be surveyed separately. A copy of the dean's review portfolio will be provided for members of the college to read prior to their participation in the survey. The provost will also seek input from the Office of University Advancement concerning the dean's fundraising efforts.

At the conclusion of the review, the provost will provide faculty of the college a written report summarizing the performance review. In addition to the provost's comments, the report will describe, in general terms, faculty sentiment toward the dean's performance. The provost will meet with interested faculty to discuss the report. A separate meeting will be similarly held for department chairs.

Should a fifth year review fail to be completed by the end of the academic year for reasons beyond the administrators' control, the process is to be initiated and completed by the end of the next regular semester.

#### Periodic Review of Department Chairs

Department chairs shall undergo a thorough performance review every five years. A request for an earlier review may be made if asked for by a minimum of 30% of the department's voting membership (as defined in Article I, *Section 3*, of the University's *Statutes—Corps of Instruction*). In the fifth year of a chair's tenure, and as soon as possible after the chair's fifth annual evaluation, the dean of the chair's college shall conduct said review.

This review shall include:

1. A review by the department's voting membership of the chair's review portfolio, which shall include at a minimum: the chair's curriculum vitae, the chair's annual reports to the dean, a summary of the chair's accomplishments over the past five years, a summary of the chair's goals for the department for the next five years, the faculty's annual evaluations (including electronic evaluations) of the chair, and the dean's annual evaluations of the chair.
2. A meeting between the dean and the voting membership of the faculty to discuss the job performance of the chair.
3. A vote by the department's voting membership indicating whether they support or not the chair's job performance and including any written comments the faculty wishes to submit.

Voting will be conducted by anonymous ballot at the time of the meeting or by a similar anonymous electronic method. Two members of the department will tabulate votes with the results being presented to department members and the dean. After considering the advisory vote, and following any further consultation between the dean and faculty, the dean will decide if the chair shall continue employment in that role. Whatever the dean decides, he/she will provide to the faculty in writing an explanation of his/her decision.

Should a fifth year review fail to be completed by the end of the academic year for reasons beyond the administrators' control, the process is to be initiated and completed by the end of the next regular semester.