


Georgia Southern University
Intracampus Memo
Office of the President

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<http://welcome.georgiasouthern.edu/president/>

TO: Dr. Robert Costomiris Chair, Senate Executive Committee

FROM: Brooks A. Keel, President 

DATE: May 1, 2014

SUBJECT: **April 22, 2014, Faculty Senate Recommendation:
New Policy and Procedure Concerning Periodic Review of Deans**

Following review of the recommendation adopted by the Faculty Senate at the April 22, 2014, Faculty Senate meeting, as provided in your memo of April 23, 2014, I have approved the motion below presented to the Senate by Mr. Fred Smith.

Motion: Add the following to the Faculty Handbook as the second paragraph in section 104.03: 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 1, 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.

Rationale: After the approval of last year's five year review of department chairs, the Faculty Welfare Committee asked Provost Bartels for permission to begin work on a similar review for chairs. She agreed, but pointed out that because of the much broader duties of a dean, there would be similarities but also substantial differences in the dean review process.

The Faculty Welfare Committee worked in close collaboration with the Provost on this project. The FWC members believe the review begins with the kind of broad review the Provost expects while including ample input from faculty on the types of dean responsibilities of most concern to faculty. There is separate input from chairs and staff of the college.

At the conclusion of the appraisal there is transparency in that the Provost will include both in writing and in meetings the outcomes of the process.

gm


c: Dr. Jean Bartels
Dr. Diana Cone
Ms. Candace Griffith
Ms. Maura Copeland

Georgia Southern University
Intracampus Memo
**OFFICE OF THE PROVOST
AND VICE PRESIDENT FOR ACADEMIC AFFAIRS**

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Marvin Pittman Administration Building
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TO: Dr. Brooks A. Keel, President

FROM: Dr. Jean Bartels, Ph.D., RN 
Provost and Vice President for Academic Affairs

DATE: May 1, 2014

SUBJECT: **April 22, 2014, Faculty Senate Recommendation
New Policy and Procedure Concerning Periodic Review of Deans**

I recommend approval of the following motion presented at the April 22, 2014, Faculty Senate meeting.

Motion: Add the following to the Faculty Handbook as the second paragraph in section 104.03: Periodic Review of Deans

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At the conclusion of the appraisal there is transparency in that the Provost will include both in writing and in meetings the outcomes of the process.

JEB/gt

pc: Dr. Charles Patterson
Dr. Robert Costomiris
Dr. Diana Cone
Ms. Candace Griffith

Georgia Southern University
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Office of the Faculty Senate

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TO: Dr. Brooks A. Keel, President

FROM: Robert Costomiris (CLASS) Chair, Senate Executive Committee *rc by Ginger Malphrus*

DATE: April 23, 2014

SUBJECT: **April 22, 2014, Faculty Senate Recommendation
New Policy and Procedure Concerning Periodic Review of Deans**

I am pleased to report that the Senate recommends approval of the motion below presented at the April 22, 2014, meeting.

Motion: Add the following to the Faculty Handbook as the second paragraph in section 104.03: 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 1, 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.

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gm

c: Dr. Jean Bartels
Dr. Diana Cone
Ms. Candace Griffith
Ms. Maura Copeland

Senate Executive Committee Request Form

SEC via campus mail: PO Box 8033-1

E-Mail: fsoffice@georgiasouthern.edu

Standard View

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Motion Request

4/8/2014

SHORT TITLE:

(Please provide a short descriptive title that would be suitable for inclusion in the Senate Agenda.)

New Policy and Procedure Concerning Periodic Review of Deans

MOTION(s):

(Please write out your motion in the exact form/wording on which you want the Senate to vote.)


Add the following to the Faculty Handbook as the second paragraph in section 104.03: 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 1, 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.


RATIONALE(s):


(Please explain why the motion should be considered by the Faculty Senate, remembering that the Senate does not deal with issues limited to individual colleges or administrative units. Include pertinent data and source references for information and/or language.)


After the approval of last year's five year review of department chairs, the Faculty Welfare Committee asked Provost Bartels for permission to begin work on a similar review for chairs. She agreed, but pointed out that because of the much broader duties of a dean, there would be similarities but also substantial differences in the dean review process. The Faculty Welfare Committee worked in close collaboration with the Provost on this project. The FWC members believe the review begins with the kind of broad review the Provost expects while including ample input from faculty on the types of dean responsibilities of most concern to faculty. There is separate input from chairs and staff of the college. At the conclusion of the appraisal there is transparency in that the Provost will include both in writing and in meetings the outcomes of the process.

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ACCEPTABLE USE POLICY

This site is for use exclusively by Georgia Southern University faculty, staff, and administrators. Submissions are reviewed by the SEC for relevance to the mission and business of the Faculty Senate. This site is a tool not for debate but solely for information exchange. Redundant and contentious submissions will not be accepted.

Note to faculty users: Double-check your data before submitting, because the data cannot be edited afterward.

Approval

Response:

Approved

SEC Response:

4/22/2014



On the agenda.

Senate Response:

4/22/2014



Approved


Presidents Response:


5/1/2014




Approved

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