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**Subject: Periodic Evaluation of Academic Deans and Vice Presidents**

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1. Purpose .....	1
2. Policy .....	1
3. Procedures .....	1
3.1 Appointment and Charge of the Evaluation Committee.....	1
3.2 Collection of Perceptions and Data .....	2
3.3 Final Report .....	2
3.4 Reappointment.....	2
3.5 Evaluation of Associate Deans, Associate Vice Presidents and Others .....	2
4. Definitions .....	3
5. References .....	3
6. Approval and Revisions.....	3

## **1. Purpose**

This policy provides guidelines for the conduct of periodic evaluations of academic deans and vice presidents who report to the senior vice president and provost (hereafter “Provost”) as required in Section 3.5.5 of the *Faculty Handbook*.

## **2. Policy**

In addition to an annual performance evaluation, academic deans and vice presidents are subject to periodic evaluations every five years.

If the review of a dean cannot be conducted in the fifth year as would normally be the case, the Provost will inform the officers of the relevant college faculty association as to the reason for delay. A review may be initiated at any time by the Provost and/or at the request of at least one-third of the tenure-track faculty in the college. If the review of a vice president cannot be conducted in the fifth year, the Provost will notify the deans and the chairs of the college faculty associations as to the reason for the delay. In the semester prior to a periodic evaluation, the faculty association will be notified of the review and the association may schedule a faculty meeting with the Provost to discuss the upcoming review.

## **3. Procedures**

### **3.1 Appointment and Charge of the Evaluation Committee**

Members of the evaluation committee are appointed by the Provost. The committee is generally small, eight to 12 members, and is composed of tenured faculty members and a department head or two from the college or division, and one or two representatives from other colleges or divisions. For deans, the college faculty as a whole shall elect a slate of nominees for college-based appointments from which the Provost will make the final selection. The Provost will also appoint additional faculty members as needed to create an inclusive committee representative of the college or division faculty and its disciplines. The college faculty association is responsible for the conduct of the election and submission of eligible names to the Provost. Committee membership for the evaluation of vice presidents will generally reflect the constituencies appropriate for the vice president’s responsibilities; these committees are appointed by the Provost. The Provost will announce the final review committee prior to the first meeting.

The Provost convenes the first meeting to discuss the evaluation process, timeline, and final report. A committee chair is appointed by the Provost. For most reviews, a dean chairs another dean's review and a vice president chairs another vice president's review.

The committee is charged with the conduct of a fair and comprehensive evaluation of the dean or vice president and preparation of a report to the Provost with its findings. The committee members are expected to conduct their work with discretion and to hold data and opinions provided to them as well as their own deliberations in complete confidence.

### **3.2 Collection of Perceptions and Data**

An evaluation instrument is used for gathering opinions from the college or division faculty, department heads or chairs, staff, and university administrators, including other deans and vice presidents. The Provost will provide a standard instrument normally used in such reviews, which may be modified as needed for the specific review.

Direct reports, including faculty, staff, and administrators are invited to meet individually or in small groups with the evaluation committee members. It is common practice to furnish these individuals or groups with a list of questions to be addressed during such meetings.

External opinions are not usually obtained, as external constituencies often have limited knowledge of the full range of responsibilities of the dean or vice president.

### **3.3 Final Report**

The Provost meets with the evaluation committee to discuss the submitted report. The Provost then reviews the report with the dean or vice president and subsequently provides the college or division faculty with a written summary of conclusions and recommendations.

The report of the committee is confidential and shall be retained by the Provost. All notes, electronic documents, and completed surveys used by the committee for its deliberations shall be destroyed upon completion of the review at the direction of the Provost.

The entire process, from inception to the Provost's meeting with the dean or vice president, normally takes two months. The committee is expected to conduct its business in a focused, expedited fashion to minimize disruption in the college and for all parties involved.

### **3.4 Reappointment**

Deans and vice presidents are reappointed annually. A periodic evaluation as described in this policy shall inform the Provost about the continued appointment of the individual as dean or vice president. The dean or vice president may serve an unlimited number of years as long as the individual's performance is demonstrably satisfactory and the Provost recommends and the President approves continuation.

### **3.5 Evaluation of Associate Deans, Associate Vice Presidents and Others**

This policy also requires each college or division to adopt an appropriate set of procedures for periodic evaluation of associate and assistant deans, associate and assistant vice presidents, and other key college-level and vice presidential division-level administrators whose responsibilities have a significant impact on the life of the faculty. Such evaluations should seek input from relevant constituencies including faculty, but are not required to be as comprehensive as the process outlined here for the deans and vice presidents. Membership of such college or division review committees will include tenured faculty members nominated by the appropriate faculty association and selected by the dean or vice president; representation from the department heads; and other appointed members

(e.g., faculty, staff, administrative-professional faculty members, and when appropriate, students).

#### **4. Definitions**

#### **5. References**

*Faculty Handbook*, Section 3.5.5

#### **6. Approval and Revisions**

Approved October 16, 1998 by Senior Vice President and Provost, Peggy S. Meszaros.

- Revision 1  
Updated April 19, 2002 to reflect change in Provost's position title.
- Revision 2  
Updated to reflect change in Provost's position title, inclusion of academic vice presidents consistent with current practice, and a new procedure for the faculty association to invite the Provost to a faculty meeting prior to the review.

Approved October 2, 2013 by Senior Vice President and Provost Mark G. McNamee.