

360 Evaluation of College Deans

Process and Semester Timetable

Week 1 of the term:

The Provost meets with the Dean to review the process, the online surveys to be used, and to discuss the College and University officers and community members who will be consulted as part of the evaluation.

Weeks 2-4 of the term:

The Provost meets with the College, including the Associate Deans, Chairs/Directors, tenured and tenure-earning faculty with a majority assignment inside the College, faculty on multiple year appointments, full-time instructors and lecturers, and those appointed at any rank with the College as Scholar/Scientist/Engineer/Research Professor. The Provost reviews the evaluation process and clarifies the Dean's duties and responsibilities. The Provost seeks advice about any College-specific issues that are relevant to the evaluation of the Dean.

Weeks 3-4 of the term:

The Dean presents a self-evaluation to the Provost, in which he or she discusses achievements, challenges, and proposals for future College development. The Provost may suggest a standard template to be used for the self-evaluation. The Provost transmits this self-evaluation to all those who will be involved in the evaluation process.

Weeks 4-5 of the term:

The Office of Institutional Effectiveness and Analysis (IEA) will make a secure online survey available to faculty eligible to participate in the process. The anonymity of the respondent will be assured by IEA unless the respondent explicitly chooses to be identified. The survey will have a set of standard questions and will include substantial opportunity for additional written comments. When the survey is completed, a summary of the quantitative data and the entirety of the written comments will be made available to the Provost.

If there are College-specific issues that are not within the scope of the survey, the Provost should arrange for College input on these matters.

A similar process will be used to solicit responses from the Chairs/Directors, Associate Deans, the College's professional staff, and the Associate Provost. The other Deans, other relevant College and University officers, and community members as identified by the Provost, Dean and/or the faculty, will also be asked for their input. They will be asked to focus on the Dean's ability to develop the College's strengths, build consensus, and effectively administer its operations.

The Provost will meet confidentially with faculty who request such meetings after they have completed the survey. If warranted, the Provost may ask for additional information from or meetings with individuals or groups.

Weeks 6-12 of the term:

The Provost may meet with the faculty to discuss the input provided through the surveys and meetings. As appropriate and possible, the Provost may also meet for discussion with others who have provided input.

The Provost meets with the Dean to discuss the results of the review, providing the Dean with the aggregate data from the faculty survey and peer survey. Open-ended responses will be made available only to the Provost. Thereafter, the Provost delivers an overall written report on the review to the Dean.

Week 15 of the term:

The Provost meets with the College to discuss the results of the review.

Subsequent semesters:

In subsequent semesters, the Provost may schedule a meeting with the College to review progress in regard to the goals and recommendations made at the conclusion of this evaluation process.