

## **622ff – Review of Administrators**

(Approved 3/10/2022)

### **Re: Vice Presidents**

#### 622.2 Appointment and Evaluation of Vice Presidents

##### 2. Evaluations

a. Periodic review of these key administrators is designed to evaluate the performance of the individual in the administrative assignment and to provide information and suggestions for improvement. Information and reports associated with the reviews are to be treated as confidential with access limited to the individual involved, members of the review committee, and the President of the University. The first evaluation will occur no later than three years after the initial appointment including time spent in an acting capacity, if any. Subsequent evaluations will occur at intervals not to exceed five years.

b. Prior to the establishment of a Review Committee, the individual being reviewed will provide the President with a short written description of the major accomplishments achieved during the period under review.

c. A separate six-member Review Committee will be established to assist the President in the review of each individual except for the review of the Provost and Vice President for Academic Affairs in which case a five-member Review Committee will be established. The President will appoint the chair of the committee from the members constituted as follows:

(1) One College Dean appointed by the President (except in the case of review of the Provost and Vice President for Academic Affairs).

(2) President of the Faculty or designee.

(3) A faculty member appointed by the Executive Committee of the Faculty Senate.

(4) An administrator appointed by the President.

(5) Chair of the Personnel Planning and Review Committee or designee.

(6) President of the Associated Students or designee.

d. The Review Committee will carry out the following charges:

(1) Meet with the President to discuss the responsibilities of the position, the procedures to be employed in the review, and the time frame for the review.

(2) Meet with the individual being evaluated to discuss the procedures to be employed in the review.

(3) Devise appropriate means for obtaining information regarding the individual's performance. Such means will provide an opportunity for all full-time tenure-track faculty to contribute information to the review.

(4) The evaluation should include, but not be restricted to, an assessment of the individual's effectiveness:

(a) In commanding respect as an academic leader and scholar, if appropriate;

(b) In achieving the mission of the University;

(c) In creating an educational environment conducive to excellence in teaching and scholarship; and

(d) In implementing the Affirmative Action Plan of the University.

(5) Analyze information received during the review and prepare a written report to the President which summarizes the information gathered and assesses the performance of the individual. A copy of the report will be provided to the individual and that person will

have an opportunity to submit to the President a response to the report. The Committee will also meet with the President to discuss the review process and its written report.

**Re: Academic-Administrative Employees**

622.3 Appointment and Evaluation of Designated Academic-Administrative and Administrative Employees.

5. Evaluation.

The President, or appropriate Vice President at the request of the President, will establish a Review Committee to conduct evaluations.

a. Periodic evaluation of these administrators is designed to evaluate the performance of the individual in the administrative assignment and to provide information and suggestions for improvement. Information and reports associated with the reviews are to be treated as confidential with access limited to the individual involved, members of the Review Committee, the administrator to whom the administrator reports, and the President of the University. The first evaluation will occur no later than three years after the initial appointment including time spent in an acting capacity, if any. Subsequent evaluations will occur at intervals not to exceed five years.

b. Prior to the establishment of a review committee, the individual being reviewed will provide the supervising administrator with a short written description of the major accomplishments achieved during the period under review.

c. A separate review committee will be established to assist the supervising administrator to review each individual. The supervising administrator will appoint the chair of the committee from the members, constituted as follows:

(1) An administrator from the appropriate area, appointed by the supervising administrator.

(2) If the individual being evaluated serves as Executive Secretary of a standing or advisory committee of the Faculty Senate, the Chair

of that Committee or designee of the Chair will serve. In other cases, the Faculty President or designee will serve.

(3) One other member appointed by the Faculty President with the advice and consent of the supervising administrator.

(4) In the review of the Director, University Counseling Services, a fourth member elected by the faculty of the Counseling Center from among the tenured faculty of the Counseling Center.

d. The Review Committee will carry out the following charges:

(1) Meet with the supervising administrator to discuss the responsibilities of the position, the procedures to be employed in the review, and the time frame for the review.

(2) Meet with the individual being evaluated to discuss the procedures to be employed in the review.

(3) Devise appropriate means for obtaining information regarding the individual's performance. Such means will provide an opportunity for all full-time tenure-track faculty to contribute information to the review.

(4) The evaluation should include, but not be restricted to, an assessment of the individual's effectiveness:

(a) In commanding respect as an academic leader and scholar, if appropriate;

(b) In achieving the mission of the University;

(c) In contributing to an educational environment conducive to excellence in teaching and scholarship; and

(d) In implementing the Affirmative Action Plan of the University.

(5) Analyze information received during the review and prepare a written report to the supervising administrator which summarizes the information gathered and assesses the performance of the

individual. A copy of the report will be provided to the individual and that person will have an opportunity to submit a response to the supervising administrator. The Committee will also meet with the supervising administrator to discuss the review process and its written report.

e. Following the above steps, the supervising administrator will meet with the individual being reviewed to discuss the performance evaluation. In addition, the supervising administrator will report the results of the evaluation to the President of the University.

### **Re: Deans**

#### 622.4 Appointment and Evaluation of Deans of Colleges and the Library.

##### 3. Evaluation.

The President, or Provost and Vice President for Academic Affairs at the request of the President, will establish a Review Committee to evaluate the Deans of Colleges.

a. The periodic reviews of the College Deans are designed to evaluate the performance of the individual in the administrative assignment and to provide information and suggestions for improvement. Information and reports associated with the reviews are to be treated as confidential with access limited to the individual involved, members of the Review Committee, the Provost and Vice President for Academic Affairs, and the President of the University. The first evaluation will occur no later than three years after the initial appointment including time spent in an acting capacity, if any. Subsequent evaluations will occur at intervals not to exceed five years.

b. Prior to the establishment of a Review Committee, the individual being reviewed will provide the Provost and Vice President for Academic Affairs with a short written description of the major accomplishments achieved during the period under review.

c. A separate three-member Review Committee will be established to assist the Provost and Vice President for Academic Affairs in the review of each individual. Membership of the Review Committee will be constituted as follows:

(1) One Department Chair selected by the Chairs within the College to serve as Chair of the Review Committee.

(2) A faculty member selected by and from the Personnel Committee of the College.

(3) A faculty member appointed by the Provost and Vice President for Academic Affairs.

d. The Review Committee will function within the following charges:

(1) Meet with the Provost and Vice President for Academic Affairs to discuss particular responsibilities of that Dean's position, the procedures to be employed in the review, and the time frame for the review.

(2) Meet with the individual being evaluated to discuss the procedures to be followed in the review.

(3) Devise appropriate means for obtaining information regarding the individual's performance. Such means will provide an opportunity for all full-time tenure-track faculty in the College to contribute information to the review.

(4) The evaluation will include, but not be limited to, an assessment of the Dean's effectiveness:

(a) In commanding respect as an academic leader and scholar;

(b) In achieving the mission of the University and the College;

(c) In creating an educational environment conducive to excellence in teaching and scholarship and in the Library, excellence in librarianship as well; and

(d) In implementing the Affirmative Action Plan of the University.

(5) Analyze information received during the review and prepare a written report to the Provost and Vice President for Academic Affairs with a copy to the individual being reviewed. The report will summarize the information gathered and assess the performance of the individual. The individual under review has the opportunity to submit to the President a response to the report. The Committee will also meet with the Provost and Vice President for Academic Affairs to discuss the review process and the written report of the Review Committee.

e. Following the above steps, the Provost and Vice President for Academic Affairs will meet with the individual to discuss the performance evaluation. In addition, the Provost and Vice President for Academic Affairs will report the results of the evaluation to the President of the University.

### **Re: Associate Deans**

#### 622.5 Appointment and Evaluation of Associate Deans of Colleges and the Library.

##### 2. Evaluation Procedures.

a. The Dean of the College will evaluate full-time Associate Deans within a College. The first evaluation will occur no later than three years after the initial appointment, including time spent in an acting capacity, if any. Subsequent evaluations will occur at intervals not to exceed five years. The Dean will consult with the College Personnel Committee regarding a suitable method of evaluation.

(1) The periodic reviews of the Associate Deans are designed to evaluate the performance of the individual in the administrative assignment and to provide information and suggestions for improvement. Information and reports associated with the reviews are to be treated as confidential with access limited to the individual involved, members of the Review Committee, the Dean, and the Provost and Vice President for Academic Affairs.

(2) Prior to the establishment of a Review Committee, the individual being reviewed will provide the Dean with a short written description of the major accomplishments achieved during the period under review.

(3) A separate three-member Review Committee will be established to assist the Dean with the review of each Associate Dean.

Membership of the Review Committee will be constituted as follows:

i. One Department Chair selected by the Chairs within the College to serve as Chair of the Review Committee.

ii. A faculty member selected by and from the College Personnel Committee.

iii. A faculty member appointed by the Dean

b. The Review Committee will function within the following charges:

(1) Meet with the Dean to discuss the responsibilities of that Associate Dean's position, the procedures to be employed in the review, and the time frame for the review.

(2) Meet with the individual being evaluated to discuss the procedures to be followed in the review.

(3) Devise appropriate means for obtaining information regarding the individual's performance. Such means will provide an opportunity for all Department Chairs and full-time tenure-track faculty in the College to contribute information to the review. Contributions should also be sought from Associate Deans in other Colleges as well as from members of appropriate University committees, since the Associate Dean often must speak for the College before various University committees.

c. The evaluation will include, but not be restricted to, an assessment of the Associate Dean's effectiveness:

(1) In commanding respect as an academic leader and scholar;

(2) In achieving the goals of the Departments and College and the mission of the University;

(3) In creating an educational environment conducive to excellence in teaching and scholarship and, in the Library, excellence in librarianship as well; and



(4) In implementing the Affirmative Action Plan of the University.

d. Upon completion of the above steps, the College Dean will meet with the Associate Dean to discuss the performance evaluation. In addition, the College Dean will submit a written report to the Provost and Vice President for Academic Affairs, with a copy to the individual under review.