

# Evaluative Review of Academic Administrators by Faculty and Other Personnel

Implemented Spring 2005

Updated Fall 2008, Fall 2020

## I. Policy

Deans and associate deans of academic colleges, associate provosts, department chairs, and other academic administrators with chair-like responsibilities will be evaluated annually by faculty and, where appropriate, other personnel. (In this document, the terms "department chair" and "chair" refer to department chairs, school directors, and other academic administrators with chair-like responsibilities; the term "academic administrator" refers to any administrator evaluated under this policy.) New academic administrators will be evaluated following the first year of service, but may participate in the evaluation during the first year if they so choose.

## II. Responsibility

The Office of the Provost is responsible for implementing and monitoring the policy and its procedures and for collecting, tabulating, and disseminating all results.

## III. Purposes of the Evaluation

- ♦ To provide evaluative feedback to academic administrators.
- ♦ To provide one evaluative measure (among others) of an academic administrator for use by those to whom an academic administrator reports.
- ♦ To serve as a formal mechanism for communication between academic administrators and those who report to them and as a basis for further communication.

## IV. Evaluation Process

### A. Procedure

During the fall semester, the Office of the Provost will notify academic administrators who are scheduled for evaluation and will communicate with new academic administrators, who may participate in the evaluation but are not required to do so. [Note: It is expected that the dates of these evaluations will be included in the Academic Timetable beginning with the 2021-2022 academic year.]

Any unit-specific items for the survey must be submitted by November 15 for inclusion in the evaluative surveys the following spring. [Note: "Unit-specific items" provisions will be reviewed and, if necessary, revised before fall 2021.]

The evaluative survey is administered online (currently in the Blue system). The evaluation results become a part of the evaluated administrator's personnel file in the Office of the Provost.

### B. Evaluators

*For deans, associate deans, and associate provosts:* Full-time members of the faculty who serve in an academic dean's/associate dean's college—including other academic administrators supervised by the dean or working closely with the associate dean—will be invited to participate in the evaluative survey. Associate provosts will be evaluated by faculty who serve in units supervised by the associate provost

and by directors, coordinators, or other non-faculty personnel who report directly to them. Academic deans, associate deans, and associate provosts will also be evaluated by the administrator to whom they report, and each academic dean, associate dean, and associate provost will be asked to complete a self-evaluation using the same survey instrument completed by all other evaluators.

The provost will use the results of the evaluative survey as one of her/his means of annually evaluating a dean/associate provost. Deans will use the results of the evaluative survey as one of their means of annually evaluating an associate dean.

*For chairs:* Members of the faculty who serve in the chair's department (or analogous administrative unit) will be invited to participate in the evaluative survey. In some cases—e.g., in the library—significant numbers of non-faculty personnel report to an academic administrator. These personnel will also be invited to participate in the evaluative survey. Chairs will also be evaluated by the administrator to whom they report, and each chair will be asked to complete a self-evaluation using the same survey that is completed by all other evaluators.

Deans or other immediate supervisors will use the results of the evaluative survey as one of their means of annually evaluating the chair.

**C. Annual Timeline for Evaluation of Chairs and Associate Deans (adjusted as necessary)**

Department chairs and college associate deans are evaluated each spring semester during the month of February. Results are released to chairs and associate deans and to their direct supervisors in March.

**D. Annual Timeline For Evaluation of Deans and Associate Provosts (adjusted as necessary)**

Deans and associate provosts are evaluated each spring semester during the month of April. Results are released to chairs and associate deans and to their direct supervisors in May.

**V. Survey Instrument**

The evaluative survey instruments used in implementing this policy were originally developed in consultation with the Council of Deans, Council of Chairs (now the Academic Council), and Faculty Senate and approved by the provost. These instruments are used university-wide.