
ANNUAL EVALUATION OF DEANS

PURPOSE: To provide for the annual evaluation of academic deans.

I. Policy Statement

All deans of the academic units shall be evaluated annually. These evaluations are intended to assist in overall assessment of their performance as dean and to provide constructive feedback.

II. Responsibility

The Provost and Vice President for Academic Affairs is responsible for implementing, monitoring, and enforcing the policy and its procedures.

III. Evaluation Process

Each dean will be evaluated on the following criteria.

A. Evaluation Criteria:

1. Leadership

- a) Provides for the development of clearly-stated goals and objectives for the college.
- b) Communicates college goals and objectives to all personnel.
- c) Creates an environment that motivates personnel to work enthusiastically and cooperatively toward common goals.
- d) Has long-range vision, thinks and plans beyond the year-to-year operation.
- e) Reaches out and influences constituencies beyond own college.
- f) Sets high expectations for her/himself and others.
- g) Strives to enable others to achieve their best.
- h) Reflects an ability to cope with the conflicting requirements of multiple constituencies.
- i) Grasps the relationship of the college to the larger reality of the University.
- j) Searches for and presents opportunities for improving teaching, research and service.

2. Administration

- a) Displays an ability to plan, organize, establish priorities, and make decisions.
- b) Manages staffing effectively. Provides opportunities for faculty and staff to use their abilities most effectively and productively.
- c) Allocates resources prudently.
- d) Maintains open lines of communication.
- e) Involves appropriate persons in decision-making process.
- f) Handles conflict resolution in fair and consistent manner.

3. Faculty Relations
 - a) Communicates college goals and objectives to faculty.
 - b) Promotes excellence in teaching.
 - c) Promotes faculty research and other scholarly activity.
 - d) Provides support for faculty professional development.
 - e) Creates and maintains an environment for open exchange of ideas.
4. External Relations
 - a) Serves as an effective liaison with the local and regional community.
 - b) Creates a positive image of the college in the local and regional community.
 - c) Encourages and promotes efforts to increase internal support.
 - d) Establishes and maintains a coordinated external fundraising plan.
 - e) Supports University's efforts in student recruitment.

B. Evaluation Procedure:

1. Committee Composition: Each college shall form a Dean Evaluation Committee. The committee shall be appointed by the Provost and Vice President for Academic Affairs no later than March 1 from: (a) a list of all department chairs in the appropriate college and (b) a list of faculty. Each committee shall be composed of three (3) department chairs, three (3) other faculty, and one (1) student senator from the college.
2. Committee Duties: The evaluation committee shall request information on the approved University form to be completed by official faculty. After analysis and compilation of the information, the committee shall forward the results to the Provost and Vice President for Academic Affairs prior to April 15.
3. Each dean will complete a self-evaluation, using the approved University form and forward the self-evaluation directly to the Provost and Vice President for Academic Affairs prior to April 15.
4. The Provost and Vice President for Academic Affairs shall discuss the evaluations with the respective administrator prior to June 15, annually.