

Resolution to Revise Language on Comprehensive Reviews of Deans

Professional Relations Committee

Faculty Senate

First Reading—October 10, 2016

Whereas the numbering sequence in the Dean Evaluation Section of the Handbook is incorrect;

Whereas Academic Dean evaluation surveys have been being distributed to Group II Faculty and Clinical Faculty;

Whereas in the recent past, various factors have impacted the synchronicity between Dean Comprehensive Reviews and Dean Reappointments;

Whereas ensuring adequacy of information from the faculty prior to reappointment is appropriate and useful;

Be it resolved that the following changes be made to section VII. 3.a, VII.3.d.ii, and VII.4 (2016 Handbook 102-103):

~~3.~~ **4. Comprehensive Review**

- a. There will be a more comprehensive review approximately every fifth year to provide a general appraisal of executive performance and accomplishment. The comprehensive review is more explicitly judgmental in nature than the annual evaluation described above. In the case of academic deans, the comprehensive review as outlined below is to provide a basis for determining if a reappointment should be recommended. ~~The next comprehensive review will occur within five years following reappointment.~~ **Comprehensive reviews should be completed as early as 24 months prior to but no later than 12 months prior to reappointment. Evaluations should be completed within the regular academic year.**
- b. The Board of Trustees is responsible for the comprehensive review of the President. The Board of Trustees will select a review committee including representatives from the University to assist with the comprehensive review.

- c. For executive officers other than the President, the person responsible for making the appointment (President or Provost) is responsible for the comprehensive review. For those executive officers other than academic deans ^[2], the review committee will be appointed by the President or Provost who will meet with the committee to discuss the scope, procedures, and goals for carrying out the review. These committees will prepare a report including recommendations that will be considered by the President or Provost prior to any action.
- d. In the case of academic deans, the majority of the review committee will consist of faculty from the college or regional campus, with a majority of these faculty members appointed by the faculty senator(s)^[3] from the college or regional campus in consultation with the chair of the Faculty Senate.

The remainder of the faculty and other members will be appointed by the Provost. The faculty members serving on the committee will elect the chair from their own number.

- i. The Provost will meet with the committee to discuss the general description of the position, the goals and achievements of the college or regional campus, and the general areas of assessment of the dean and general procedures for carrying out the review. The review is to be an intensive one considering the overall performance and accomplishments of the dean.
- ii. The review committee will gather and assess a full range of information including the dean's self-assessment, pertinent reports including the annual evaluation reports and other data, and written general assessments by faculty and appropriate administrators and other constituents. In addition, the committee is encouraged to use personal interviews. The faculty of the college or regional campus should be informed of the comprehensive review of their dean. **The faculty serving on the committee will be Group I faculty. The committee will provide all Group I, II, and Clinical faculty with a Dean's evaluation form.** ~~The committee will provide all Group I faculty of the college or regional campus with a dean's evaluation form,~~ which includes an outline of the areas of assessment and the opportunity to provide an anonymous evaluation. After completing the rest of the form, the faculty will be provided the opportunity to add observations and comments including their recommendation on the reappointment of the dean. **Group II and Clinical faculty responses will be dis-aggregated from Group I faculty responses.**
- iii. The review committee will conclude its analysis by preparation of a report with preliminary recommendations, including a recommendation of non-reappointment or reappointment. The dean will be provided an opportunity to comment on the draft report before a final version is submitted to the Provost. The recommendations of the review committee are to represent their

assessment of the full range of information obtained. The evaluation from the faculty of the college or regional campus is to be given critical weight in the development of recommendations by the review committee. In the case where a substantial number (approaching an absolute majority) of the Group I faculty summarize their concerns about the dean's performance by recommending non-appointment, but the committee recommends reappointment, the committee will recommend positive steps to be taken that would lead to the restoration of confidence of the faculty.

- iv.** The Provost will normally follow the review committee's recommendations, except in extraordinary circumstances and for reasons discussed with the committee, with an opportunity for its response prior to final action.
- v.** The content of particular interviews, communications addressed to the review committee, and other data gathered or presented to the review committee shall remain in confidence.
- vi.** Following the comprehensive review, the Provost will distribute a report to the faculty of the college or regional campus. The report will include the Provost's summary of actions taken as a result of the review and the committee's summary of their findings and recommendations.
- vii.** The questionnaire used in annual evaluations subsequent to the first comprehensive review will provide the opportunity for faculty to request that a comprehensive review be undertaken the next year. An absolute majority of the Group I faculty may thereby call for the Provost to schedule the comprehensive review for the next year.

5. 4 Termination

An appointment may be terminated by the President, the Provost, or the appointee.