



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 1.5030

DIVISION: Academic Affairs

TITLE: Selection, Appointment, Evaluation and Reassignment of Deans

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REVISED:

Authorized by: A. Gordon Emslie, Provost and VPAA

### **I. Purpose and Scope**

This policy establishes the procedures through which academic deans shall be selected, appointed, evaluated and/or reassigned.

### **II. Policy**

#### **A. Selection and Appointment**

1. Primary responsibility for the selection and retention of deans rests with the Provost. Appointment as a dean is indefinite in duration.
2. Whenever it becomes appropriate to select a dean, the Provost appoints a representative search committee in accordance with the university's established procedures for position searches. The committee conducts a national search unless limited by fiscal restraints as deemed by the administration, in which case the search may be limited to internal candidates. The committee establishes procedures that provide for participation in the process by the department chairs of the appropriate college, eligible faculty of that college, faculty and deans outside the college, and other appropriate groups. Findings of the committee are transmitted in writing to the Provost for consideration.

#### B. Review and Evaluation of a Dean

1. The Provost performs an annual evaluation of each dean during each spring semester as part of the University's annual performance evaluation process.
2. Early in the fall semester of every fifth year of continuing appointment, the Provost will initiate a comprehensive review to evaluate the performance of the dean. Evaluation of a general nature – such as degree and quality of judgment, initiative, and competency – may be supplemented by specific criteria relating to the achievement of university and college goals and objectives.
3. The fifth-year comprehensive review is coordinated by a committee chaired by the provost and consisting of a department head and two faculty members from the college of the dean being reviewed, and two other individuals from outside that college. The other five members of the committee should be chosen by the Provost in consultation with the dean being reviewed. The committee will gather information concerning the dean's leadership qualities, professional competency, and working relationships.
4. The committee will develop procedures that provide for participation in the evaluation process by the department chairs of the appropriate college, all eligible faculty of that college, faculty and deans outside the college, and other appropriate groups. All information and findings must be held in the strictest confidence by each member of the committee and by the Provost.
5. After the review is complete, the Provost will discuss the findings of the review committee with the dean and provide a written report to the dean.
6. After consultation with the President as appropriate, the Provost will make a decision on the continuation or reassignment of the dean, and will communicate any actions resulting from the review process to the faculty of the college.

#### C. Reassignment of a Dean

Reassignment of a dean may occur as a result of the formal five-year evaluation process. Reassignment of a dean prior to the formal five-year evaluation process normally would occur only upon consultation between the Provost and the dean.

#### D. Incapacity and Temporary Appointment of a Dean

In the event of unexpected vacancies caused by untimely resignation, illness, death, or other causes, the Provost will appoint an individual on an acting or interim status. Normally, such an appointment will not exceed one academic year. The Provost will consult with the college's department chairs, faculty, the deans, and other appropriate individuals in determining whom to appoint.