

Date:

April 11, 2016

To:

All Deans:

From:

David Johnson, Provost and SVPA

Subject:

Annual Evaluation of Deans

Below is the timeline and process for completing your 2016 annual performance review. Please note that you will not participate in an annual review in the same year you complete a five year comprehensive review.

October, 2015	<ul style="list-style-type: none"> • 2014-2015 Assessment results were due • 2015-2016 Assessment plan were due
April 12 – May 3, 2016	<ul style="list-style-type: none"> • Provost conducts the survey of faculty/staff in the college/school/library
April 18, 2016	<ul style="list-style-type: none"> • Institutional effectiveness will send current assessment results and assessment plan to deans for review.
May 25, 2016	<ul style="list-style-type: none"> • Dean's Report submitted to provost
By June 30, 2016	<ul style="list-style-type: none"> • Provost meets with deans and completes 2016 performance evaluations.

Survey of the Faculty

The survey will be made available to all faculty and staff in the dean's respective college/school/library. A copy of the survey is attached. However, it will be personalized for each college/school/library such that participants will not be asked to self-report that information.

Dean's Report

Part 1 of the report should address:

- 1) 3-5 accomplishments that you would like to highlight. You may include information from your most recent assessment results from AY 2014-2015; results related to your current assessment plan for AY 2015-2016 that have not yet been reported; or any other accomplishments you wish to highlight.
- 2) Your efforts to advance the University's five priorities as relevant to the college/school during AY 2015-2016.

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- 3) Your efforts to increase diversity and inclusion in your unit during AY 2015-2016.
- 4) Identification of any areas or plans for improvement in your performance

Part 2 of the report should address:

- 1) The identification of performance indicators for your unit for next year (2016-2017) (see attached template).
 - a. The far left column are performance indicators for Academic Affairs.
 - b. Based on the performance indicators for Academic Affairs, develop performance indicators for your college/school/library and enter it in the center column.
 - c. The far right column will be used for reporting in summer of 2017.

Attached Documents:

- 1) Copy of faculty/staff survey
- 2) Template for identifying performance indicators for AY 2016-2017
- 3) Assessment results from AY 2014-2015
- 4) Assessment plan for AY 2015-2016