

# USA Periodic Comprehensive Review of Deans

Effective Date: 12/16/14

Modified: 3/2/16

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In addition to the annual performance review with the Provost/Senior Vice President for Academic Affairs (P/SVPAA), Academic Deans will be required to participate in periodic comprehensive reviews. These reviews will generally be conducted in the fall semester not more than five years from the initial appointment and at additional five year intervals but may, at the discretion of the P/SVPAA, be conducted earlier or on a more frequent cycle.

The five-year review will consist of a more comprehensive review than the annual performance evaluation. The process is intended to provide feedback to the dean and P/SVPAA on accomplishments and past performance that may be used to improve the administration of the college/school.

## Procedures:

### Initiation of the Review:

1. Deans will be notified by the P/SVPAA of a pending review.
2. The P/SVPAA will then meet with the dean to discuss the review procedures and answer questions.

### Appointment of the Review Committee:

3. The P/SVPAA will appoint a committee normally composed of the following:
  - a. Two deans from other colleges at USA or a dean and an associate vice president
  - b. Four tenured faculty members from the college of the dean under review (the P/SVPAA will solicit three nominations from the faculty of the college and three from the dean under review. At least one faculty member nominated by the faculty and one nominated by the dean will be selected.)
  - c. One department chair, director, or the equivalent from the college of the dean under review.
  - d. At least one external member, generally an active college alumnus/alumna and/or member of the college advisory committee.
  - e. Additional members (including external members) may be added as determined appropriate by the P/SVPAA)

The P/SVPAA will appoint the committee chair (generally an academic dean or associate vice president)

### Charge to Committee:

4. The P/SVPAA will meet with the committee to charge them with preparing a report on the performance of the dean under review and the respective college/school based on materials provided to the committee by the office of the P/SVPAA. In this meeting, the P/SVPAA will also discuss ethical and legal issues related to the review including but not limited to confidentiality. The materials to be reviewed will include a portfolio submitted by the dean under review and feedback solicited by the office of the P/SVPAA. At the discretion

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of the P/SVPAA, an external review of the materials by a peer at a similar institution may also be required.

## Materials to be Reviewed:

5. The office of the P/SVPAA will, at a minimum, solicit feedback from college/school students, staff, faculty, and administrators; other deans and division administrators; the President's Council; alumni; and external constituents. Prior to distribution, drafts of the survey instruments will be provided to the dean and to the P/SVPAA for feedback.

The dean under review will submit the following portfolio of materials to the P/SVPAA for distribution to the committee:

- a. College organizational chart
- b. College mission, vision, and goals
- c. Annual reports (past five years)
- d. Section 2.7 of the Faculty Handbook (Administration of Colleges/Schools: Role and Responsibility of the Dean)
- e. Outline of major accomplishments and challenges (past five years)
- f. Accreditation reports received during the review period (if applicable)
- g. CV
- h. Dean's Presentation (may include PowerPoint slides or handouts) elaborating on the major accomplishments and challenges and describing plans for the next five year period
- i. List of appropriate external constituents
- j. List of at least four external peers (if applicable for external review)
- k. Other information as desired by the dean (e.g. special awards or recognition) or as deemed necessary by the committee or the Provost-SVPAA/VPHS

## Committee Responsibilities:

6. The committee will review the role and responsibilities of the dean, the feedback solicited by the P/SVPAA (may be summarized), the external review (if applicable), and the materials in the portfolio and will develop a report focused on the following:
  - a. The most significant accomplishments, administrative or program-related, for the past five years attributable to the leadership of the dean,
  - b. The most significant areas of improvement/challenges during the five year period,
  - c. Progress on issues identified in prior review(s) (if applicable),
  - d. Strengths of the dean and recommendations for improvement,
  - e. Evaluation of performance for the five year period.

(The evaluation should follow the "Role and Responsibility of the Dean" statement in section 2.7 of the *Faculty Handbook*.)

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The committee will submit a draft of the report to the P/SVPAA and, if necessary, will meet with the P/SVPAA to discuss any issues requiring clarification or elaboration. The final report will then be submitted to the P/SVPAA and to the dean. The dean will be allowed to submit a written response to the report within ten business days of receiving a copy. Both the report and the response (if any) will be included in the dean's personnel file.

It is anticipated that this process will take no longer than 60 days from the initial charge but, at the request of the committee and with the approval of the P/SVPAA, the timeframe may be extended.

## **Dean's Responsibilities**

1. At the conclusion of the review, the dean is encouraged to communicate with his or her college and/or school about any evaluations, insights, or suggestions he or she found valuable for improving his or her personal performance or that of the college and/or school.