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SECTION: Academic Affairs

SUBJECT: Evaluation of Academic Deans

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Policy for: Columbia and Regional Campuses
Procedure for: Columbia and Regional Campuses
Authorized by: Michael D. Amiridis
Issued by: Provost's Office

I. Policy

The vice president for academic affairs and provost shall conduct periodic evaluations of academic deans in addition to annual reviews. These periodic reviews shall occur every five calendar years or more frequently as determined by the provost. The provost may initiate a review of a dean at any time as deemed necessary and/or appropriate. These reviews may begin at any time during the academic year and should be concluded before the end of the academic year when appropriate. In addition, reviews may be appropriate when organizational changes are considered.

A. Purpose

The purpose of this policy is to:

- Evaluate the performance and effectiveness of the dean and make recommendations to the provost regarding the dean's performance and effectiveness.
- To that end, this policy will:
  - Ensure that deans of academic units are reviewed by their respective faculty and staff at least every five years;
  - Ensure that all appropriate constituencies including but not limited to undergraduate and graduate students, faculty and staff from the college and other related units, academic administrative peers, advisory groups, partnership boards, trustees, and foundation members have the opportunity to provide input into the evaluation; and
  - Provide the process and procedures for review committees to evaluate the dean and to make recommendations to the provost

B. Definitions

For the purpose of this policy, an academic dean is one who carries the title of dean, bears responsibility for an academic unit containing faculty members and/or reports to the provost. The Dean of the Graduate School, the Dean of Undergraduate Studies, Vice Provost and the Executive Dean for Extended University, and the Regional campus deans are also evaluated in accordance with this policy.

II. Procedure

A. Review Process

1. The Vice President for Academic Affairs and Provost or designee shall notify the academic dean of the pending evaluation, which will typically begin at the start of the academic year and typically conclude prior to the end of the academic year. Notification of the evaluation process shall be transmitted to the faculty and staff of the pertinent unit.

2. The academic dean is informed of the timeline and requested to provide specific information: statement of five pages or less that describes the highlights of his or her tenure as dean and one to two pages that describes his or her leadership role as dean. In addition, the dean may provide or suggest other data that he or she believes would be valuable for the committee to review.

3. The Provost or designee shall appoint a committee of faculty and staff from the representative academic unit to conduct the review or other academic units as deemed appropriate. The chair of the committee is normally an academic dean who is not being reviewed concurrently.

4. The provost or provost's designee convenes the committee for the initial meeting to present the committee with its charge, discuss the review process and expected timeline, provide information regarding materials, respond to questions from the committee, and inform the committee of University Policy UNIV 2.00 Freedom of Information Policy. Relevant data will be provided to the committee by the Office of the Provost, and Human Resources during the process.

5. The members of the committee and committee meeting dates will be publicly posted and available on the Office of the Provost website. These meetings are subject to the public meetings section of the Freedom of Information Act.

Committee discussions involving the results of the dean's evaluation are to be held in executive session and the information considered confidential.

6. The Office of the Provost will provide assistance to the committee by providing additional data as requested, preparing survey questionnaires, administering and collecting survey results, and compiling final materials to be submitted to the provost.

7. The committee is responsible for determining the methods of gathering additional information during the review process which may include but is not limited to electronic surveys, interviews, written comments and letters with particular emphasis on gathering input from the faculty, staff, and students of the unit.

8. The committee will prepare a draft report which the committee chair will review with the provost's designee prior to formal submission to the provost.

9. The provost will meet with the full committee once the draft has been finalized.

10. Each committee is responsible for submitting a summary report to the provost with supporting materials.

11. The Office of the Provost will notify the faculty of the end of the review and the transmission of the review's results to the provost.

12 The Office of the Provost will compile the final report and all materials to be reviewed by the president, provost, and dean.

13. The provost will discuss the committee's review and recommendations with the dean.

B. Final Report

The final report and materials from the review will be given in their entirety to the dean and are subject to requests under the Freedom of Information Act. See also University Policy UNIV 2.00 Freedom of Information Policy.

C. Reporting to Review Participants

The provost will provide participants in the review with appropriate feedback to demonstrate the attention given to the review and recommendations while maintaining the confidentiality of the information received.

D. Appointment/Non Reappointment of Dean

The dean who has undergone review will be notified of the status of his/her appointment status following the review. The appointments that can be made are (a) continuing appointment without a specified period of appointment with or without performance requirements; (b) term appointment with a specified time period with or without performance requirements; and (c) nonreappointment.

Deans who are not reappointed and are tenured will return to the faculty or to another appointment as specified by the Provost. Deans who are not tenured and not reappointed will be given a minimum one academic year appointment as a non-tenure-track faculty member.

III. Related Policies

USC Columbia *Faculty Manual*
Regional Campuses *Faculty Manual*
University Policy UNIV 2.00 Freedom of Information Policy

IV. Reason for Revision

Policy updated to reflect current practice and procedures, to clarify that the provost may initiate the review of an academic dean at any time (but no less than every five years) to include additional dean positions for review and to outline the appointment options after the review process.