

NUMBER: ACAF 1.02  
SECTION: Academic Affairs  
  
SUBJECT: Periodic Evaluation of Academic Deans  
  
DATE: February 1, 1995

Policy for: Columbia and Regional Campuses  
Procedure for: Columbia and Regional Campuses  
Authorized by: James C. Moeser  
Issued by: Provost's Office

---

### I. Policy

Academic deans and associated staff shall be reviewed at least every five years. Normally, these reviews will begin at the start of the academic year and be concluded before the end of the second semester.

### II. Purpose

The purpose of this policy is to:

- A. provide for evaluation of the dean;
- B. make recommendations to the Vice President for Academic Affairs and Provost.

### III. Definition

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 reports directly or indirectly to the Vice President for Academic Affairs and Provost.

### IV. Procedure

The evaluation process shall provide for informing faculty of the pertinent unit of the beginning and end of the review, and of the transmission of the review's results to the Vice President for Academic Affairs and Provost. That officer shall transmit the findings to the academic dean.

### V. Guidelines

Academic deans and their associated staffs shall be reviewed periodically in addition to their annual evaluations. Normally these reviews will occur every five years, but circumstances may require some variation. For example, reviews may be appropriate when an academic dean resigns or retires, or when organizational changes are considered.

The Vice President for Academic Affairs and Provost shall initiate the periodic review, using the

following guidelines.

A. The Vice President for Academic Affairs and Provost shall notify the academic dean of the pending evaluation.

B. Evaluation procedures shall provide for informing faculty of the pertinent unit of the beginning and end of the review, and of the transmission of the review's results to the next highest academic administrative officer. That officer shall transmit the findings to the reviewed academic administrator.

C. The next highest academic administrator shall initiate the periodic review. Faculty and staff of the pertinent unit shall participate in the review process. Faculty from other related units, academic administrative peers, advisory groups, partnership boards, trustees, and foundation members may also participate, as appropriate. The next highest academic administrator shall provide participants with appropriate feedback to demonstrate the attention given to the review and recommendations while maintaining the confidentiality of the information received.