

NUMBER: ACAF 1.02
SECTION: Academic Affairs
SUBJECT: Performance Review of Academic Deans
DATE: February 1, 1995
REVISED: November 19, 2015
Policy for: Columbia and Regional Campuses
Procedure for: Columbia and Regional Campuses
Authorized by: Executive Vice President for Academic Affairs and Provost
Issued by: Office of the Provost

I. Policy

The executive vice president for academic affairs and provost (provost) shall conduct reappointment reviews of academic deans/academic directors in addition to annual reviews. The administrative performance of academic deans/academic directors shall be subject to formal comprehensive review as determined by the provost. The provost may initiate a review of a dean/director at any time as deemed necessary and/or appropriate. In addition, reviews may be appropriate when organizational changes are considered.

The academic dean/director will normally be reviewed in his/her fourth year of the appointment, unless the academic dean/director indicates in writing he/she does not wish to be considered for another term. Academic deans/directors hold “employment at will” appointments. These reviews may begin at any time during the academic year and should be concluded before the end of the academic year when appropriate. Reviews may be waived or delayed at the discretion of the provost for sufficient cause. Normally, reviews will not be conducted for incumbents who have informed the provost in writing that they plan to retire, resign or return to a faculty position within one year of the scheduled review for reappointment.

A. Purpose

This policy will require regular evaluation of the performance and effectiveness of academic deans to ensure that:

- deans/directors of academic units are reviewed by their respective faculty and staff;
- all appropriate constituencies including, but not limited to, faculty and staff from the college and other related units, academic administrative peers, advisory groups, and partnership boards have the opportunity to provide input into the evaluation; and
- deans/directors receive constructive recommendations for improving his/her

success in the administration of the college/school.

B. Definitions

Academic dean/director: The chief academic administrator of an academic college/school or the University Librarian, who bears responsibility for an academic unit containing faculty members and/or reports to the provost. The Regional Campus deans are also evaluated in accordance with this policy. These reviews are conducted by the chancellor of Palmetto College.

II. Procedure

A. Review Process

1. The executive vice president for academic affairs and provost or designee shall notify the academic dean of the pending performance review, which will typically begin at the start of an academic semester and typically conclude prior to the end of the academic year.
2. The academic dean is informed of the timeline and requested to provide specific information: a 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 shall appoint a committee of faculty and/or staff from the representative academic unit or other academic units to conduct the review, as deemed appropriate. The chair of the committee is normally an academic dean who is not being reviewed concurrently. Review of an academic dean is a confidential process and the committee is expected to maintain confidentiality in all aspects of its work.
4. The provost or designee convenes the committee for the initial meeting to present the committee with its charge, discusses the review process and expected timeline, provides information regarding materials, responds to questions from the committee and informs the committee of relevant university policies.
5. The membership 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 provisions of the South Carolina Freedom of Information Act (university policy UNIV 2.00 Freedom of Information Policy).
6. The Office of the Provost will provide assistance to the committee by supplying data as requested, preparing survey questionnaires, administering and collecting survey results and compiling final materials to be submitted to the provost,

president, and respective dean.

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 and staff of the unit. Other constituencies may be considered as determined by the committee and approved by the provost. Committee members are excluded from participating in electronic surveys.
8. The committee is responsible for preparing a report on the performance of the dean based on the materials provided.
9. The provost will meet with the full committee at the end of the review process and before the report is finalized.
10. The committee is responsible for submitting a summary report to the provost with supporting materials.
11. The Office of the Provost will compile the final report and all materials to be reviewed by the president, provost and respective dean/director.
12. The provost will communicate the results of the committee's review and recommendations orally and in writing with the dean/director.
13. The dean/director will provide a written response to the report.
14. The provost will inform the review committee and the respective faculty and staff of the reappointment decision.

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. Reappointment of Academic Dean

The dean who has undergone review will be notified of the status of his/her appointment status following the review by the Provost. 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) no reappointment.

Academic deans who are not reappointed and are tenured may 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 appointment of one academic year as a non-

tenure-track faculty member.

III. Related Policies

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

IV. Reason for Revision

Policy updated to reflect changes in position titles, process, and practice.