Addendum #3
School of Technology

Dean Review Procedure

Reappointment Procedures

This addendum describes an evaluation process for the Dean of the School of Technology conducted by an evaluation committee.

1. Frequency of Evaluation: The Provost will initiate the review of the Dean by an evaluation committee in the final year of the Dean's term (three years, unless serving in an interim capacity).
   or
   The process may be initiated by the Dean at any time for validating his/her authority, but not more than once a year.
   or
   The Provost initiates the process if the supervisor will be dismissed before his/her term expires.

2. Evaluation Committee:

   The evaluation committee consists of 6 members including:

   One undergraduate student (and one alternate selected using the process described in Addendum #1, part 2, paragraph 2) from the School of Technology student body.

   One member (faculty, staff or administrator) appointed by the Provost from outside the unit.

   Four members elected from tenure track or tenured faculty from within the School of Technology. The entire faculty and staff of the School of Technology shall constitute the voting body selecting these members.

   The chair and associate chair of the evaluation committee are elected by the committee at their first meeting.

4. Self Evaluation by the Dean:

   The Dean prepares and distributes a written report to all faculty and staff of the School. This report should include but need not be limited to:

   a. achievement of the School’s goals for the period of evaluation
   b. budget and its management
   c. growth and quality of academic programs
   d. future needs and directions of the School
   e. any charge given to the Dean, or any goal of the School which the Dean perceives as controversial and the effort the Dean has made to address the controversy.

   Distribution of this report is followed by a meeting of all members of the School. The purpose of this meeting is to answer questions and provide clarification of the report.

5. Evaluation Form:

   All faculty and staff may participate directly in the evaluation of the Dean by completing the performance review questionnaire found at the end of the Addendum. Also, the Chairs of Electrical, Mechanical, Civil and Chemical Engineering along with the Deans of the School of Business and the School of Forestry and Wood Products shall be solicited to complete the open ended questionnaire found at the end of this Addendum. Additional questions may be added to these documents by the Provost and/or the Dean and the evaluation committee, as they deem necessary.

6. Processing of Questionnaire Results:
A performance review questionnaire shall be provided to all faculty and staff of the School of Technology. The faculty and staff are allowed one week to complete and return the form to the evaluation committee. The questionnaire shall be returned in a sealed envelope bearing the signature of the faculty or staff reviewer across the flap.

The evaluation committee shall tabulate the results and summarize the comments from the open ended questions contained in the questionnaire.

The major accomplishments and problem areas of the Dean over the period of evaluation are reviewed in summary statements prepared by the evaluation committee. Comments on progress in problem areas identified in the previous evaluations are summarized by the evaluation committee. Results of the previous evaluation may be obtained from the office of the Provost.

Completed questionnaires and individual comments will not be released by the committee except to the Provost to verify the committee’s summary. These forms will be withheld from the Dean within lawful limits.

7. Dean's response:

The Dean is issued a report consisting of the tabulated questionnaire results, the summary of the open ended questions, and the summary statements of the committee. The evaluation committee shall provide an opportunity to meet with the Dean and discuss report. The Dean is asked to provide a written response to the committee’s report. The Dean is allowed ten working days to respond to the committee.

If the Dean decides not to seek reappointment, the process is terminated. Members of the School are informed of the Dean's decision, and all material related to this evaluation process are destroyed.

8. Dissemination of Questionnaire Results:

The committee convenes a meeting of all faculty and staff of the School with the exception of the Dean. Copies of the committee report as well as any written response from the Dean are circulated at the meeting. No evaluation materials may be removed from the meeting room. The purpose of the meeting is the dissemination of the evaluation results, and not for open discussion of the Dean's performance.

All but two copies of the evaluation documents are destroyed after the meeting. One copy of the report is sent to and stored in the office of the Provost. A second copy is returned to the Dean being evaluated.

9. Balloting:

At the conclusion of the meeting discussed in section 8, above, the faculty and staff will be asked to vote on reappointment of the Dean. The ballot shall be structured as follows:

(Name of Dean) should be reappointed as the Dean of the School of Technology

YES _________ NO __________ UNDECIDED __________

10. Closure:

The evaluation committee tabulates the results of the reappointment balloting. The committee informs the Provost of the conclusion of the evaluation process when it forwards the ballot results and evaluation materials to his/her office for review and storage. The Provost after careful consideration of the evaluation materials elects to reappoint or dismiss the Dean. The Provost’s decision is relayed, in writing, to the Dean as well as the faculty and staff of the School. The Provost instructs the evaluation committee to destroy the questionnaire documents.

When the decision of the Provost is contrary to a simple majority vote of the faculty and staff, the Provost should explain the reasons for that decision in an open letter to the School.

Faculty/Staff Evaluation Questionnaire
Instructions:

Please rank the Dean in each of the areas described below, using the enclosed mark-sense sheet. The following scale should apply to all responses: A = strongly agree; B = agree; C = neutral; D = disagree; E = strongly disagree. Skip questions that do not apply or for which you have insufficient information.

1. The Dean has a coherent vision for the School which is communicated to faculty and staff.
2. The Dean's vision for the School is effectively communicated to upper administration.
3. The Dean encourages open discussion and debate regarding the School's objectives and goals.
4. The Dean is an effective advocate for the School to the higher administration.
5. The Dean communicates regularly with the School's committees.
6. The Dean values the decisions of the School's committees.
7. The actions of the Dean enhance the image of the School inside the University.
8. The Dean projects a positive image of the School to the local community, State and Nation.
9. The actions of the Dean promote high morale within the School.
10. The Dean fosters a spirit of cooperation and teamwork.
11. The Dean is both accessible and accountable to the faculty and staff of the school.
12. The Dean promotes opportunities for continued learning and professional growth and development.
13. Overall, the Dean maintains an environment free of discrimination and harassment.
14. The Dean encourages and rewards effective teaching throughout the School.
15. The Dean manages finances prudently.
16. The Dean ensures that resources are distributed equitably within the School.
17. The Dean is able to successfully manage the competing demands of diverse programs within the School.
18. The Dean is an effective advocate for resource development external to the school.
19. During the administration of this Dean, the School has made steady progress in refining its goals.
20. Overall, the Dean's impact is visible in the design of general University goals.

21. Overall, the Dean has earned the confidence of the School’s faculty and staff.

Commentary:

22. What are the greatest strengths of this Dean?

23. In what areas does the Dean need to improve? What actions should be taken to pursue these improvements?

24. What institutional constraints limit this Dean's effectiveness?

25. Additional comments (continue on reverse):

Memo
From: School of Technology Dean Review Committee (Chair)
Date:
To: Appropriate Person, Dean/Chair, Appropriate School/Department

The Provost has initiated the review procedure for (Deans name), Dean of the School of Technology. Your input as to how the Dean performs in interacting with your department is a valuable part of the review process. Please complete the questionnaire below and return in the envelope provided by (Date).

1. Has the Dean of the School of Technology been an effective advocate for the School in interacting with your unit?

2. What are the greatest strengths of the Dean?

3. How has the Dean performed in “sharing resources” between your department and the School of Technology?

4. Are there any areas where the performance of the Dean requires improvement?

5. Additional comments on reverse.