

# **Administrative Review Procedure for College of Liberal Arts**

## **Deans, Department Heads, and Directors**

In accordance with University Policy VI.F.3 “Review of Administrative Officers,” all College administrators must be reviewed every five years. Specifically, no more than five years should lapse between reviews.

### **Principles**

- The review should be comprehensive, strategic, and formative; a process designed to improve the College.
- The review should be both retrospective and prospective.
- The review must be conducted carefully and discreetly; feedback must be treated confidentially.
- The review must be conducted objectively and fairly.

### **Framework for Review**

- The dean of the College, or his designee, shall conduct the review following the general guidelines provided herewith.
- The review should be customized to the College’s mission, goals, and strategic plan.
- The review should be conducted expeditiously, following a predetermined timeline.

### **Procedure**

- 1) The dean of the College informs the dean, department head, or director that a review is to take place during the academic year.
- 2) The dean, department head, or director is asked to prepare a self-study; a guideline for its preparation is provided. The dean, department head, or director is informed that the self-study will be shared only with members of the review team. Wider distribution to faculty, staff, and other constituencies associated with the College is optional and at the discretion of the dean of the College.
- 3) The dean of the College will provide a list of persons who could be contacted for performance feedback about the department head, dean, or director. The list may contain names both internal and external to the University.
- 4) The dean, department head, or director will provide a list of up to five names of persons that could be considered by the dean of the College for appointment to the review team. The review team may be composed of a combination of faculty, A/P staff, alumni, or representatives from external constituencies.
- 5) The dean of the College appoints a review team of about five people, including a team chair.
- 6) The dean of the College meets with team members and informs them of the review process, including a date by which the review should be concluded. Confidentiality and professionalism throughout the review is stressed.

- 7) The team reviews the self-study and the list of references suggested by the dean of the College. The team decides which of these references will be contacted, and adds other references of their choosing to the list. (The dean of the College is not informed of the final list of references.) The team divides up the list of references to contact and a date by which all interviews should be concluded.
- 8) A letter is sent by the dean of the College to the College's or department's staff, informing them of the review and asking for their evaluations. Specific instructions are given for the process of providing feedback.
- 9) A letter is sent by the chair of the team to all references, informing them of the review and that they will be contacted in the near future. Review team members interview (in person or by phone) references, following a prescribed set of instructions and questions. The identity of references is confidential.
- 10) The team meets to share results of interviews and to review feedback from faculty and staff. The team prepares a written summary of feedback and forwards it to the dean of the College.
- 11) The dean of the College discusses the feedback with the dean, department head, or director and gives him or her a copy of the written summary.
- 12) The dean of the College sends a letter to the feedback pool, thanking them for their participation in the review and briefly summarizing the review's outcome.