

# USA Periodic Comprehensive Review of Deans

Effective Date: 12/16/14

Modified: 6/14/22

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In addition to the annual performance review with the Provost and Executive Vice President (E/EVP), Academic Deans will be required to participate in periodic comprehensive reviews. These reviews will generally be conducted in the fall semester not more than five years from the initial appointment and at additional five year intervals but may, at the discretion of the P/EVP, be conducted earlier or on a more frequent cycle.

The five year review will consist of a more comprehensive review than the annual performance evaluation. The process is intended to provide feedback to the dean and P/EVP on accomplishments and past performance that may be used to improve the administration of the college/school.

## Procedures:

### Initiation of the Review:

1. Deans will be notified by the P/EVP of a pending review.
2. The P/EVP will then meet with the dean to discuss the review procedures and answer questions.

### Appointment of the Review Committee:

3. The P/EVP will appoint a committee normally composed of the following:
  - a. Two deans from other colleges at USA or a dean and an associate/vice president or the Executive Vice Provost;
  - b. Four tenured faculty members from the college of the dean under review (the P/EVP will solicit three nominations from the faculty of the college and three from the dean under review. At least one faculty member nominated by the faculty and one nominated by the dean will be selected.)
  - c. One department chair, director, or the equivalent from the college of the dean under review
  - d. At least one external member, generally an active college alumnus/alumna and/or member of the college advisory committee
  - e. Additional members (including external members) may be added as determined appropriate by the P/EVP.

The P/EVP will appoint the committee chair (generally an academic dean or associate vice president).

### Charge to Committee:

4. The P/EVP will meet with the committee to charge them with preparing a report on the performance of the dean under review and the respective college/school based on materials provided to the committee by the office of the P/EVP. In this meeting, the P/EVP will also discuss ethical and legal issues related to the review including but not limited to confidentiality. The materials to be reviewed will include a portfolio submitted by the dean

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under review and feedback solicited by the office of the P/EVP. At the discretion of the P/EVP, an external review of the materials by a peer at a similar institution may also be required.

## Materials to be Reviewed:

5. The office of the P/EVP will, at a minimum, solicit feedback from college/school students, staff, faculty, and administrators, other deans and division administrators, the President's Council; alumni; and external constituents. Prior to distribution, drafts of the survey instruments will be provided to the dean and the P/EVP for feedback.

The dean under review will submit the following portfolio of materials to the P/EVP for distribution to the committee:

- a. College organizational chart
- b. College mission, vision, and goals
- c. Annual reports (past five years)
- d. Section 2.7 of the Faculty Handbook (Administration of College/Schools: Roles and Responsibility of the Dean)
- e. Outline of major accomplishments and challenges (past five years)
- f. Accreditation reports received during the review period (if applicable)
- g. CV
- h. Deans Presentation (may include PowerPoint slides or handouts) elaborating on the major accomplishments and challenges and describing plans for the next five year period
- i. List of appropriate external constituents
- j. List of at least four external peers (if applicable for external review period)

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The committee will submit a draft of the report to the P/EVP and, if necessary, will meet with the P/EVP to discuss any issues requiring clarification or elaboration. The final report will then be submitted to the P/EVP and to the dean. The dean will be allowed to submit a written response to the report within ten business days of receiving a copy. Both the report and the response (if any) will be included in the dean's personnel file.

It is anticipated that this process will take no longer than 60 days from the initial charge but, at the request of the committee and with the approval of the P/EVP, the timeframe may be extended.

### Dean's Responsibilities:

7. At the conclusion of the review, the dean is encouraged to communicate with his or her college and/or school about any evaluations, insights, or suggestions he or she found valuable for improving his or her personal performance or that of the college and/or school.