



6. All activities and materials/data referenced by the Review Committee, as well as all other consultations and deliberations engaged in by the Provost and others as part of the Provost's evaluation of the dean, are to be kept strictly confidential.

### III: The Review Process

1. No later than November 1<sup>st</sup> in the year preceding the final year of a sitting dean's contract, the Provost shall solicit from the sitting dean an intent to seek renewal. The intent to seek renewal is due to the Provost by December 1<sup>st</sup>.
2. The intent to seek renewal should be 3-5 pages, and shall include the following:

Dean's rationale for pursuing renewal

Summary of progress toward the college/school's Strategic Plan goals, including major

5. The Provost shall then review all solicited input and make a decision regarding renewal of the Dean's contract.
6. The Provost will then meet and discuss with the dean a) the report of the College/School Dean Review Committee; b) other input gathered as part of the evaluation; c) the Provost's summative evaluation of the dean's performance

serve as a liaison between the Committee and the Provost

The Committee chair shall be supported by an Associate Provost, designated by the Provost, who will gather and provide all data, reports, and related documents (addressed below) for the Committee's review; work with the Office of Institutional Research (OIR) on any modifications to, and on the administration of, the survey of faculty, staff, student leaders, and advisory board members (addressed below); provide the survey results to the Committee in a format that facilitates their analysis; facilitate technical support for the Committee as needed; respond to any other requests for support from the chair.

4. The Office of Institutional Research shall provide to the Committee a standard set of college/school, department, and program-level data pertinent to the Committee's charge. The dataset will mirror the enrollment, retention/graduation rate, and faculty workload data currently provided to academic units engaged in the Academic Program Review (APR) process.
5. The Office of the Provost will provide to the Committee data on faculty scholarly activity upon request. Due to the va1.3u1-6.6(n)1(h)-0i-3(l d())TJ0.t1 )TJ10.5e()TJ0001 Tc n-0.7(e)4.9()17k

population. The report will be provided only to the Committee and the Provost, and may not be shared or otherwise distributed.

11. Upon review and analysis of the survey results and all relevant documents (per #5 above), the Committee shall author and submit to the Provost a final report that summarizes its findings.
12. A template of the Committee's final report is offered in **Appendix A**. A timeline of the Review Committee's work, as well as the work provided by OIR and other contributors, is outlined in **Appendix B**.

## Criteria for Evaluation

1. In addition to any factors unique

*Budget and Use of Resources*

Make budget decisions consistent with college goals and within college and institutional financial parameters.

# Appendix A

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## College Dean Review Committee Final Report *(TEMPLATE)*

### Dean Review Committee Final Report

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College/School: [College of XYZ][College of XYZ]

Date Submitted to Provost: [May 1, XXXX]

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**Section I: Table of Contents**

*[Provide a standard Table of Contents to facilitate navigation throughout the document.]*

**Section II: Executive Summary**

*[Provide a summary (two pages, max) of the committee’s processes, data sources, timeline, methods of analysis, and major findings.]*

**Section II: Committee Membership & Charge**

Committee Member	Title	Committee Role
Joseph Doe, Ph.D.	Dean, XYZ College	Chair
John Doe, Ph.D.	Associate Professor, [DEPT]	Faculty Rep
James Doe	Administrative Assistant	Staff Rep
TBD	TBD	TBD
TBD	TBD	TBD
TBD	TBD	TBD
TBD	TBD	TBD
TBD	TBD	TBD

The charge of the Review Committee is to:

- solicit feedback on the dean’s performance from the college’s/school’s faculty, staff, student leadership representatives, and advisory boards.
- review documents/reports related to the performance of the college/school and its academic units
- submit to the Provost a report summarizing and analyzing all such information/input to inform the Provost’s evaluation (the Review Committee does not author its own recommendation regarding contract renewal)

**Review of Survey Responses**

*[Provide a substantive review of the survey responses, disaggregated by respondent type. Include the Committee’s collective, summative analysis of the responses. You may paste in data/charts from the OIR-produced survey report, or choose another method to share this information. You may also request a specific representation of survey data from OIR through the Committee chair. For simplicity’s sake, you*



*may choose to attach the OIR-generated report(s) as an appendix to your report and reference it accordingly.]*



# Appendix B

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## Review Process Timeline

### Dean Evaluation: Timeline

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Note: The timeline presented below assumes the sitting dean's contract expires on June 30<sup>th</sup>

