

## **Guidelines for Review of Administrators in the College of Engineering**

The department heads, associate deans, and assistant deans are an important part of the administrative leadership team of the College of Engineering. While the administrative leadership members are evaluated annually by their supervisor, the five-year review (conducted in the fifth year of the initial appointment or the last reappointment) will constitute a broader and more formal review. These guidelines are intended to provide procedures whereby an assessment can be made of the accomplishments of the administrator and the unit led by the administrator. These procedures apply to all department heads, associate deans and assistant deans that report directly to the dean. Fifth year review is intended to balance the past annual assessments and provide an integrated picture of the effectiveness of the administrator and the gains made by the unit during the last five years of the administrator's tenure. The review may provide valuable input to the administrator going forward if he/she continues in the same role.

Prior to commencing the review process, the dean will inform the administrator if he/she would like the administrator to be considered for continuing in the role. The administrator will inform the dean if he/she is interested in considering a reappointment. If the answer is no to either proposition, a review for reappointment is not needed. If the dean and the administrator jointly decide to pursue the review, this review will replace the need for the annual review in that year for the administrator.

Prior to initiating the review, the dean will meet with the administrator to clarify procedures and answer questions the administrator may have about the impending review. The dean will subsequently develop a plan for the review and communicate the plan to the administrator which will include receiving input from all relevant constituents.

As part of all the options, the dean will ask the administrator to prepare a description of his/her area of responsibilities, a summary of the principal accomplishments over the period since the last review or since the initial appointment. The format for the narrative of the accomplishments must mesh with strategic plan of the unit and the college as much as possible. Outside of the above requirement, the administrators are free to use a format of their choosing for this document. This document will be provided electronically to the constituent groups as identified in Table 1 for the various administrative level personnel.

The dean will prepare a questionnaire appropriate for the responsibilities of the administrator being reviewed. The administrator will have the opportunity to review the questionnaire and provide names of at least three persons in each of the constituent groups from whom responses to the questionnaire will be solicited. This list will be vetted by the dean who may add additional names to any or all the groups.

The next step in the process is to send out the questionnaire and provide adequate time for all participants to respond. The dean will review the responses, review the self-assessment document and the annual evaluations and will hold face-to-face or telephonic meetings with the

constituents if further details are needed. Other documents that will be considered in the review of department heads are (a) report from the last five year review of the graduate program and (b) report from the last ABET review. Recommendations and shortcomings identified by the visiting team(s) must be discussed/addressed as part of the self-assessment report and will be part of the review.

Following all the input, the dean will inform the administrator of the outcome of the review at which point the process will be concluded.

Table 1: Constituents that must be consulted during the fifth- year review of administrators. The actual list may vary somewhat based on precise responsibilities of the administrator being reviewed.

<b><u>Department Heads</u></b>	<b><u>Associate Deans</u></b>	<b><u>Assistant Deans</u></b>
<ol style="list-style-type: none"> <li>1. Department faculty</li> <li>2. Department staff</li> <li>3. Students</li> <li>4. Alumni</li> <li>5. Other department heads, associate and assistant deans, college staff</li> <li>6. Self-assessment document</li> </ol>	<ol style="list-style-type: none"> <li>1. Curriculum Committees</li> <li>2. Staff</li> <li>3. Department heads</li> <li>4. Constituencies outside the college               <ol style="list-style-type: none"> <li>a. Grad School</li> <li>b. Registrar’s Office</li> <li>c. Student Services</li> <li>d. Institutional assessment</li> <li>e. Associate deans outside the college</li> </ol> </li> <li>5. A sample of college faculty</li> </ol>	<ol style="list-style-type: none"> <li>1. Staff</li> <li>2. Department heads</li> <li>3. Selected faculty</li> <li>4. Selected departmental staff</li> <li>5. Constituents outside the college as appropriate</li> </ol>