Evaluation of College and School Deans

I. Schedule

1. All deans reporting to the Provost & VPAA shall receive an initial evaluation in the semester following the second anniversary of their appointment.

2. All deans reporting to the Provost & VPAA shall thereafter be evaluated on a five year cycle during the same semester as the initial evaluation.

II. Procedure

1. The Provost & VPAA shall initiate the evaluation with an announcement of the procedure and time schedule. The evaluation will be announced at the beginning of the evaluation semester and will be complete by the end of the semester. The evaluation will consist of four parts - the dean’s self-study, a faculty/staff survey, peer input, and external constituent input.

i) Dean’s Self-Study - the dean will prepare a statement of his/her vision for the future of the school or college, together with a self-analysis of his/her performance as dean over the evaluation period. These documents will be posted with a current vitae on an intranet web site.

ii) Faculty/Staff Survey - a survey form will be sent, where appropriate, to all regular faculty and staff, and all forms will be returned to the Office of the Provost & VPAA for review. The Office of the Provost & VPAA will generate a summary of the survey.

iii) Peer Input - the Provost & VPAA will request UND deans review the intranet web site material and provide their individual input for the evaluation. The Office of the Provost & VPAA will generate a summary of the input received.

iv) External Constituent Input - the Provost & VPAA will provide selected external constituents with a copy of the dean’s self-study and current vitae, and request input. The Office of the Provost & VPAA will generate a summary of the survey.

2. The Provost & VPAA will meet with the faculty and staff of the school or college, and discuss the evaluation data and the activities identified for improvement.

3. The Provost & VPAA will meet with the dean under evaluation, and discuss the data generated by the four-part process and determine appropriate actions for performance enhancement.