

Policy Number: 201	Effective Date: 01/09/87
Policy Title: Evaluation of Academic Unit Heads	Revised: 01 JUL 1997, 01 MAY 2006; 01 JUL 2010; 11 MAY 2016
Approval Date: 9 January 1987	President's Signature: On File

### **Evaluation of Academic Unit Heads**

**I. EVALUATIONS:** Evaluation of all academic unit heads relevant to their administrative positions shall be conducted annually for the current academic year. These evaluations will utilize forms that are approved by the Chief Human Resources Officer and the President no later than 1 July each year. The forms will be made available to reviewers by 1 April and should be completed by 1 May. Evaluators for each level of academic unit head are as follows:

- A. Evaluators for Program Coordinators shall include the program faculty, Department Chair, college/school Dean, and Provost.
- B. Evaluators for Program Directors shall include the program faculty, college/school Dean, and Provost.
- C. Evaluators for Department Chairs shall include the departmental faculty, college/school Dean, and Provost.
- D. Evaluators for Academic Deans shall include the college/school faculty and Provost.
- E. Evaluators for the Provost shall include the university faculty, college/school Deans, and University President.

**II. METHODS:** Evaluations will be conducted using an online system that limits participation to authorized evaluators while ensuring anonymity.

**III. RESULTS:** Summary evaluation results shall be provided to evaluators and those evaluated. Evaluation summaries and any related supervisor's correspondence will be retained in the appropriate personnel files.