Evaluation of Academic Unit Heads

UNIVERSITY POLICY #201

Authority:
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SECTION 1: Evaluations

1.1 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 Resource Officer and the President no later than July 1 each year. The forms will be made available to reviewers by April 1 and should be completed by May 1. Evaluators for each level of academic unit head are as follows:

1.1.1 Evaluators for Department Chairs and Program Directors shall include the program faculty and college/school Dean.

1.1.2 Evaluators for Academic Deans shall include the college/school faculty.

1.1.3 Evaluators for the Provost shall include the university faculty and college/school Deans.

SECTION 2: Methods

2.1 Evaluations will be conducted using an online system that limits participation to authorized evaluators while ensuring anonymity.

SECTION 3: Results

3.1 Summary evaluation results shall be provided to those evaluated and their supervisory chain. Evaluation summaries and any related supervisor's correspondence will be retained in the appropriate personnel files.