



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 1.5032  
DIVISION: Academic Affairs  
TITLE: Selection, Appointment, Evaluation and Reassignment of Deans and Associate Deans  
DATE: April 25, 2011  
REVISED: September 23, 2013, July 1, 2023  
Authorized by: Robert Fischer, Provost and Vice President for Academic Affairs

### **I. Purpose and Scope**

This policy establishes the procedures through which academic deans and associate deans shall be selected, appointed, evaluated, and/or reassigned.

### **II. Policy**

Primary responsibility for the selection, evaluation, continuing appointment, and reassignment of deans rests with the provost. Primary responsibility for the selection, evaluation, continuing appointment, and reassignment of associate deans, rests with the dean.

### **III. Procedure**

#### **A. Selection and Appointment**

##### **1. Dean**

Whenever it becomes appropriate to select a dean, the provost appoints a representative search committee in accordance with the university's established procedures for position searches. The committee conducts a national search unless limited by fiscal restraints as deemed by the administration, in which case the search may be limited to internal candidates. The committee establishes procedures that

provide for participation in the process by the department chairs/directors of the appropriate college, eligible faculty of that college, deans outside the college, and other appropriate groups. Findings of the committee are transmitted in writing to the provost for consideration.

## 2. Associate Dean

Whenever it becomes appropriate to select an associate dean, the dean has two pathways 1) Internal Search: Develop a position description and process for selection, make a call to the college faculty soliciting applications, involve department chairs/directors and faculty in the process, appoint the associate dean. 2) National Search: Appoint a representative search committee in accordance with the university's established procedures for position searches. The committee establishes procedures that provide for participation in the process by the department chairs/directors of the appropriate college and eligible faculty and staff of that college. Findings of the committee are transmitted in writing to the dean for consideration.

In cases where an associate dean is particularly qualified and has demonstrated excellence and longevity in service, the dean, with the approval of the provost, may appoint a senior associate dean who has broad oversight and leads operations when the dean is absent.

## B. Review and Evaluation of a Dean

1. The provost performs an evaluation of each dean year as part of the university's annual performance evaluation process.
2. Early in the fall semester of the fourth year of a new appointment, and thereafter at the end of every fourth year of a continuing appointment, the provost will initiate a comprehensive review to evaluate the performance of the dean and will inform the faculty of that college that such a review will take place. Evaluation of a general nature – such as degree and quality of judgment, initiative, and competency – may be supplemented by specific criteria relating to the achievement of university and college goals and objectives.

The comprehensive review will serve as the annual review during the comprehensive review period.

3. The comprehensive review is coordinated by a committee consisting of a department chair/director and three faculty members from the college of the dean being reviewed, and two other individuals from outside that college. The members of the committee should be chosen by the provost in consultation with the dean being reviewed. The committee will gather information concerning the dean's leadership qualities, professional competency, and working relationships.

4. The committee will develop procedures that provide for participation in the evaluation process by the department chairs/directors of the appropriate college, all eligible faculty of that college, faculty and deans outside the college, and other appropriate groups. All information and findings must be held in the strictest confidence by each member of the committee.
5. After the review is complete, the committee will share its findings with the provost.
6. The provost will discuss the findings of the review committee with the dean and provide a written report to the dean.
7. After consultation with the president as appropriate, the provost will decide on the continuation or reassignment of the dean and will communicate any actions resulting from the review process to the faculty of the college.

C. Review and Evaluation of an Associate Dean

1. The dean performs an annual evaluation of each associate dean during each year as part of the university's annual performance evaluation process and solicits input from department chairs/directors and other appropriate faculty who have had routine interaction with the associate dean as part of the process.
2. Early in the fall semester of the fourth year of an appointment, the dean will take a more comprehensive look at the current annual evaluation and consider the previous annual evaluations to determine if reappointment is desirable. After the review is complete, the dean will discuss the findings with the associate dean and provide them with a written report.
3. After consultation with the provost as appropriate, the dean will make a decision on the continuation or reassignment of the associate dean and will communicate any actions resulting from the review process to the faculty of the college.

D. Reassignment of a Dean

Reassignment of a dean may occur as a result of the formal evaluation process. Reassignment of a dean prior to the formal evaluation process may also occur upon consultation between the provost and the dean.

E. Reassignment of an Associate Dean

Reassignment of an associate dean may occur as a result of the formal evaluation process. Reassignment of an associate dean prior to the formal evaluation process may also occur upon informing the provost and consultation between the dean and the associate dean.

## F. Incapacity and Temporary Appointment

- *Acting* will be used as part of the professional title in circumstances where the currently appointed dean or associate dean will only be absent for a specific period of time.
- *Interim* will be used as part of the professional title in circumstances where there is an actual vacancy, and the position is being searched.

### 1. Dean

In the event of the temporary incapacity or unexpected vacancy caused by the untimely resignation, illness, death, etc. of the dean, the provost will appoint an individual on an acting or interim status. Normally, such an appointment will not exceed one academic year. The provost will consult with the college's department chairs/directors, faculty, the deans, and other appropriate individuals in determining whom to appoint.

### 2. Associate Dean

In the event of unexpected vacancies caused by untimely resignation, illness, death, or other causes, the dean will appoint an individual on an acting or interim status. Normally, such an appointment will not exceed one academic year. The dean will consult with the college's department chairs/directors, faculty, and other appropriate individuals in determining whom to appoint.

## IV. Related Policies

1.504V Selection, Appointment, and Reassignment of Department Chairs/Directors

## V. Reasons for Revision

### September 2013

Section III.B revised in several ways, in response to input from previous dean review committees.

- Committee Structure revised to replace the Provost with a faculty member from the College. The Committee now reports to the Provost.

Section III.C revised for consistency with these changes.

**July 2023**

Policy was revised to include guidelines for the selection, appointment, evaluation, and reassignment of associate deans.