

Guidelines for Fifth-Year Review of Deans
By the Office of the Senior Vice President for Academic Affairs and Provost
(Adopted April 10, 2012)

The Statutes of the University of Georgia specify that an evaluation of each Dean will be undertaken by the faculty every five years. These guidelines are intended to provide a procedure whereby an assessment can be made that balances the Dean's accomplishments with recommendations that may improve the quality of the Dean's leadership of the college or school.

PURPOSE

The purpose of the fifth-year review is to provide the faculty, staff, students, and administrators of the Dean's college or school an opportunity to assess the effectiveness of the Dean's leadership of the college or school. Other constituencies that may be solicited for assessments include senior administrators of other campus units, members of the college's or school's external board, and leaders of relevant professional organizations.

The fifth-year review is an evaluation of the Dean's leadership and administrative performance and not an evaluation of the college or school's academic programs. Academic program reviews are conducted independently of the Dean's fifth-year review. The Senior Vice President for Academic Affairs and Provost's annual performance evaluation of each Dean also includes administrative and programmatic assessments.

REVIEW COMMITTEE

The Senior Vice President for Academic Affairs and Provost will form a review committee composed of five to seven members, a majority of which must be senior faculty from the Dean's college or school. The review committee will be chaired by a Dean from another UGA college or school or by the Vice Provost for Academic Affairs. The committee may include a staff member from the school or college and a member of the external board. Because the review committee cannot include representatives from all faculty and staff ranks or representatives from all constituencies with which the Dean

interacts, the Provost will direct the committee to give equal consideration to each of these groups when soliciting input for the review and when writing the final committee report.

THE REVIEW PROCESS

The review committee's sole responsibility is to provide the Dean's constituencies with the opportunity to assess the effectiveness of the college or school and present a brief report to the Provost that reflects an evaluation of the Dean's overall performance by the various constituencies with which the Dean interacts.

The brief report should address two questions:

1. What accomplishments over the past five years of the Dean's leadership of the college or school are most significant?
2. What recommendations could be offered to the Dean to improve school or college administration?

To solicit an assessment of the Dean's leadership from the college's or school's faculty, staff, students, college/school administrators, and other constituencies, the Provost may direct the committee to utilize any or all of the following:

- Confidential standardized questionnaires that have been developed for use in Deans' fifth-year reviews.
- Standardized letters and memos to request input from administrators of other campus units, members of the college's or school's external board, and leaders of relevant professional organizations.
- Individual and/or group interviews with the Dean's direct reports or faculty members.

When conducting the work of the committee, the members of the review committee must remain objective and unbiased. Prior to the formation of the review committee, the Dean will submit to the Provost a work performance self-assessment that briefly outlines the Dean's accomplishments during the previous five years and includes the Dean's goals for future advancement of the college or school. The self-assessment should not

exceed five pages in length. The Provost will provide the review committee with the Dean's written self-assessment.

FOLLOW UP

The report of the review committee will be submitted to the Provost and should not exceed five pages in length. If needed, the committee chairperson will meet with the Provost to review and clarify points in the report. The Provost will provide the Dean with a copy of the report and schedule a meeting with the Dean to discuss the report. Prior to the meeting, the Dean will be asked to submit a document to the Provost addressing any factual errors in the report.

During the meeting, the Dean and Provost will determine goals and objectives based on the results in the report. The Office of the Senior Vice President for Academic Affairs and Provost will provide a letter to the college faculty and staff briefly summarizing the report.