

OREGON INSTITUTE OF TECHNOLOGY

College Dean Evaluation Policy OIT-21-031

Introduction

A regular review of College Deans can help insure that there is a strong connection between the leadership of the Dean and the goals of individual departments within his or her college and with the goals of the institution as a whole. Additionally, regular reviews will help individual Deans refine their leadership skills and better understand their relationship with faculty and administration. Such a review shall include input from the faculty and staff in the Dean's respective college, written comments from the Provost, and written comments from other constituents considered important by the Dean and/or the Provost. A written summary of the review will be provided to the Dean, and he or she will be given the opportunity to respond. It is the responsibility of the Provost's Office to initiate the review and insure that it is completed within the time frame prescribed under policy.

Purpose and Participants

Deans will be evaluated every two years to insure compliance with stated college and university goals, to provide performance feedback for discussion, and to recognize exceptional contributions. The Dean evaluation will be completed by the Provost, with input from fulltime faculty members of the Dean's college, staff members who report directly to the Dean, and other constituents considered important by the Dean and/or the Provost.

Criteria

College Deans will be evaluated with reference to the Oregon Institute of Technology job description for Deans. The Provost, faculty, staff, and other important constituents will only evaluate those functions of a Dean's job performance with which they have knowledge and experience. Fulltime faculty and staff members will complete an evaluation survey approved by the Provost and Faculty Senate. No anonymous input will be considered as part of the evaluation process.

Given that the Dean's position within the institution is dynamic and may include responsibilities not specified in the criteria above, it is essential to provide flexibility in the evaluation process. At a minimum, the criteria listed below must be included in the performance evaluation. However, if the Dean being evaluated or the Provost would like to add additional functions for evaluation, functions may be added to the performance evaluation.

Evaluation by Faculty

Faculty will evaluate the Dean in the following functions described in the OIT Dean Position Description: (1) Ability to chair college faculty meetings, (2) Ability to manage

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the hiring process, (3) Ability to evaluate annual faculty workload, (4) Ability to evaluate faculty performance reviews and evaluation, (5) Ability to give and receive information, (6) Ability to resolve grievances. The functions listed will be covered on an evaluation survey given to faculty administered by the Provost's office.

Evaluation by Staff

Staff reporting to the Dean will evaluate the Dean in the following functions described in the OIT Dean Position Description: (1) Ability to give and receive information, (2) Ability to plan and execute operations and budgets. The functions listed will be covered on an evaluation survey given to staff administered by the Provost's office.

Evaluation by the Provost

The Provost will administer a Dean Evaluation Survey to faculty and staff within the Dean's College and write a narrative that evaluates the Dean within functions listed under Criteria and any additional function(s) the Provost and/or Dean deems relevant. The Provost will evaluate Deans in the following six essential functions described in the OIT Dean Position Description: (1) Ability to carry out the Dean function in the College, (2) Ability to serve as a senior manager, (3) Ability to chair College Academic Council and college faculty, (4) Ability to develop external partnerships, (5) Ability to support fund-raising, (6) Ability to conduct personal professional activities. The functions listed will be evaluated in the written narrative completed by the Provost.

Timeline

Spring Term	
Week 1	The Provost initiates Dean evaluation process.
Week 2	The Provost distributes evaluation surveys to college faculty and staff.
Week 5	Faculty and staff return surveys to the Provost's Office.
Week 6	The Provost solicits input from other constituents as appropriate.
Week 8	The Provost provides written evaluation to the Dean.
Week 9	The Provost and the Dean meet to discuss evaluation results.
Week 10	The evaluation process is completed.

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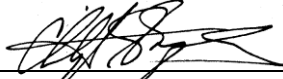
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Recommended by:

Faculty Senate – 06/05/12

President's Council – 06/03/14

Approved: _____



Christopher G. Maples, President

Date: _____

August 1, 2014