

New 3320 C
[Changes Previous Letter Designation from “B” to “C”]

C B. PERFORMANCE EVALUATION OF ACADEMIC ADMINISTRATORS.

C B-1. EVALUATION BY FACULTY MEMBERS. Opportunity is provided for an annual performance evaluation of college deans, assistant and associate deans, and administrators of academic departments and other intracollege units by the faculty members of the respective units. The provost sends each faculty member an appropriate number of copies of Form 3, "Annual Faculty Evaluation of Academic Administrators" [form 3], one to be used for evaluation of the departmental or intracollege-unit administrator, one to be used for evaluation of the dean, and one to be used for evaluation of each assistant or associate dean in the college.

C B-2. EVALUATION OF DEPARTMENTAL OR INTRACOLLEGE-UNIT ADMINISTRATORS AND ASSISTANT AND ASSOCIATE DEANS. Completed copies of Form 3 are sent directly to the dean. The dean furnishes the administrator evaluated a summary of the evaluations in such a way that the confidentiality of individual evaluations is preserved. The dean may arrange conferences with the administrator to discuss the evaluation. After these steps have been completed, individual faculty members' evaluations are destroyed by the dean and the written summary is filed in the dean's office.

C B-3. EVALUATIONS OF DEANS. Completed copies of Form 3 are sent directly to the provost. The provost furnishes each dean evaluated a summary of the evaluations in such a way that the confidentiality of individual evaluations is preserved and confers with the dean about the evaluation. After these steps have been completed, individual faculty members' evaluations are destroyed by the provost and the written summary is filed in the Office of Academic Affairs.

C B-4. SEQUENCE OF EVALUATION OF FACULTY MEMBERS AND ADMINISTRATORS. The provost prepares the schedule for completion of steps in the performance evaluation and salary determination process each year. It will provide that faculty members' evaluations of departmental or intracollege-unit administrators and assistant and associate deans are in the hands of the dean before the administrators' recommendations on salary, promotion, and tenure are made known to the faculty and, similarly, that faculty members' evaluations of deans are in the hands of the provost before the deans' recommendations on salary, promotion, and tenure are made known to the faculty. Conversely, the summaries of faculty evaluations of departmental or intracollege-unit administrators, assistant and associate deans, and deans will be communicated to the persons evaluated after their recommendations on salary, promotion, and tenure have been transmitted to the provost.