UNIVERSITY OF GEORGIA
Office of the Provost

GUIDELINES FOR REVIEW OF ADMINISTRATORS
- DEANS -

Overview
In accordance with University of Georgia Statutes, Article VII, Section 3, and Academic Affairs Policy 1.16-2, a review of each dean will be undertaken by the faculty of the school or college every five years. The purpose of the five-year review is to provide the faculty, staff, students, and other administrators of the dean's school or college an opportunity to evaluate the effectiveness of the dean's administration.

The five-year review is an evaluation of the dean's leadership and administrative performance and is not an evaluation of the school or college's academic programs. Academic program reviews are conducted independently of the dean's five-year review. In addition, all faculty, including academic administrators, are reviewed annually in accordance with UGA Academic Affairs Policy Manual 1.06-1, *Written Annual Evaluation Policy*. The senior vice president for academic affairs and provost's annual performance evaluation of each dean includes administrative and programmatic assessments as well as relevant criteria related to traditional faculty activities that align with the responsibilities of the administrator's position.

The Office of Accreditation and Institutional Effectiveness works in conjunction with the Office of the Senior Vice President for Academic Affairs and Provost to facilitate all five-year dean administrator reviews.

Administrator 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 school or college. The review committee will be chaired by a dean from another UGA school or college or by the vice provost for academic affairs. The committee may also include school or college staff members and external board members, as needed.

Administrator Review Process
1. Dean Self-Assessment
   The first step in the dean's five-year review is the submission of a self-assessment report to the provost. The self-assessment should briefly describe the following:
   - the dean's responsibilities;
   - the dean's accomplishments during the previous five years, including how the dean has advanced the teaching, student success, research/scholarship, and service goals of the school or college;
   - to the extent the dean maintains active instruction, research, or professional service efforts, including involvement in student success activities in any of the assigned areas of effort, as appropriate (reference applicable PTU or other discipline-specific performance criteria or standards), provide the percent allocation of effort in the department/discipline and outline accomplishments during the previous five years submitting supporting documentation, as appliable (e.g., student end of course

experience surveys, peer evaluation of teaching, scholarly productivity outputs or metrics, assessments, etc.);
- the dean's goals for the future advancement of the school or college;
- any foreseeable challenges for the school/college in the next five years; and
- a list of individuals (not to exceed ten) who are familiar with his/her work as dean.

The self-assessment should not exceed six pages in length. The Office of Accreditation and Institutional Effectiveness will provide the review committee with the dean's written self-assessment.

2. Administrator Review Committee
The review committee is responsible for reviewing the dean's self-assessment, providing the dean's constituencies the opportunity to evaluate the effectiveness of the dean's leadership of the school or college, and preparing a report to the provost that reflects a 360° evaluation (i.e., feedback from all the constituencies with whom the dean interacts) of the dean's overall performance.

3. Constituency Feedback
To solicit feedback on the dean's leadership from the school or college's faculty, staff, students, college/school administrators, and other constituencies, the review committee may utilize one or more of the following:
   - Confidential standardized questionnaires, developed for evaluation of the dean's leadership
   - Standardized letters and memos to request input from administrators of other campus units, members of the college or school's external boards, and leaders of relevant professional organizations
   - Individual and/or group interview forums with the dean's direct reports, faculty, staff, and students

   Other constituencies that may be solicited for feedback during the review process include senior administrators of other campus units, members of the school or college's alumni board, advisory board, and leaders of relevant professional organizations.

   The committee is expected to give equal consideration to each group of constituencies (all faculty and staff ranks and representatives from all constituencies with which the dean interacts) when soliciting input for the review and writing the final committee report.

4. Administrator Review Committee Report
The committee will prepare a report that addresses two primary questions:
   - What are the most significant accomplishments over the past five years related to the dean's leadership of the school or college?
   - What recommendations could be offered to the dean to improve school or college administration?

The review committee report will be submitted to the provost and should not exceed six pages. A report (max 2 pages) from the department head in the administrator's academic home unit, if the administrator maintains active instruction, research, or professional service allocation of efforts in the unit, will be added to the review team report as an appendix. If needed, the committee chair will meet with the provost to review and clarify points in the report.

5. Review Follow-Up
   The provost will provide the dean with a copy of the report and schedule a meeting with the dean to discuss the report. During the meeting, the dean and provost will determine goals and objectives based on the results of the report. Following that meeting, the Office of Accreditation and Institutional Effectiveness will provide a letter to the school or college faculty and staff notifying them that the review has been completed and briefly summarizing the report.