



The University of Akron  
Buchtel College of Arts and Sciences

Date: September 17, 2018

TO: Rex Ramsier  
Executive VP & Chief Admin Officer

FROM: Linda Subich  
Interim Dean

Subject: Chair/Director Review Guidelines and Criteria

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The attached guidelines have been approved by the faculty of the Mary Schiller Myers School of Art on September 17, 2018.

I have approved all attached guidelines and criteria.

If you concur, we ask that you also approve the guidelines and criteria.

  
\_\_\_\_\_  
Department Chair/Director or Faculty Representative

9-17-2018  
Date

  
\_\_\_\_\_  
Dean, Buchtel College of Arts & Sciences

9-17-18  
Date

  
\_\_\_\_\_  
Exec VP & Chief Admin Officer

12-10-18  
Date

## **Appendix C: Myers School of Art**

### **School Director Formal Review Guidelines**

#### **Purpose**

In accordance with Article 10, Section 5, of the current Collective Bargaining Agreement (CBA) between The University of Akron (UA) and the Akron - AAUP, guidelines are hereby presented for the formal faculty review of the performance of school directors who wish to be considered for an additional term as director.

#### **Review Period**

The review takes place in the last year of the director's term of appointment. The faculty's role in the review process will conclude with a review report to the dean of the college.

#### **Director Review Committee (DRC)**

The Director Review Committee (DRC) shall consist of four members of the bargaining unit faculty of the School: two elected by the bargaining unit faculty of the School, one appointed by the dean, and one appointed by the provost in accordance with Section 5 (part A 1) of the CBA.

The Director Review Committee will meet and select a chair. The committee chair will call meetings as necessary to carry out the duties outlined below. When the review report is submitted to the dean of the college, the committee will have completed its duties.

#### **Review Procedure**

The director will initiate the review procedure by submitting a request to the dean to be considered for another term. This request must be made by no later than the first day of first semester of the last year of the director's current term.

The dean will then inform the faculty of the need to form a Director Review Committee.

The DRC will request from the director:

1. A current and complete curriculum vitae
2. A copy of recommendations from any previous director reviews
3. An open letter to Myers School of Art full-time faculty, staff and contract professionals that should address the following:
  - \* Annual goals set for the School by the director each year since the term in office began
  - \* Long-term goals set for the School by the director
  - \* The extent of progress made toward these goals
  - \* How the director has consulted with faculty in formulating goals
  - \* How the director has addressed concerns and recommendations raised in any previous evaluations
  - \* New initiatives led by the director and the success of these initiatives
  - \* Management of staff, part-time faculty, and contract professionals
  - \* Effectiveness in supporting faculty goals and development
  - \* Effectiveness as an advocate for the School to the College, University, and community
  - \* Effectiveness in managing school business
  - \* The degree to which the director has been able to continue research during the current term as director
  - \* The degree to which the director has been able to continue teaching during the current term as director
  - \* Effectiveness in fund-raising
  - \* Any additional information deemed pertinent by the director

The director must supply these materials within one week of the request from the committee.

The DRC will make these materials available to all full time faculty, staff, and contract professionals for review. All bargaining unit faculty will have an opportunity to make an anonymous (to the degree permitted by law) written qualitative and summary evaluation of the director. This will be done in part with the completion of the Director Review Questionnaire provided by the committee (attached below).

Participation in the director review is voluntary.

Questionnaires not returned by the announced deadline will be excluded from the review process.

The DRC will meet with the staff and contract professionals who choose to participate in the review to discuss the outcome of the questionnaires completed by them. A summary report of these questionnaire responses, including qualitative and quantitative information and the outcome of the meeting will be prepared for consideration by the faculty in the Director Review Meeting.

The DRC will prepare a summary report of the qualitative and quantitative responses to the questionnaires completed by the faculty. This report will be made available to all bargaining unit faculty one week before the Director Review Meeting.

The DRC will schedule a Director Review Meeting with all bargaining unit faculty. The DRC chair will chair the meeting(s).

The director shall not attend the meeting but may be called to provide additional information.

Bargaining unit faculty who are unable to attend these deliberations may communicate their opinions in writing directly to the DRC before the meeting.

Additional meetings may be called if necessary.

The DRC will write a Formal Review Report based on the outcome of the questionnaires, additional commentaries, and the meeting deliberations.

Pursuant to Article 10, section 5, the DRC will report its recommendation to the dean. This recommendation and any accompanying narrative shall first be circulated to bargaining unit faculty to assure that the narrative is representative of the meeting deliberations.

A copy of the Formal Review Report to the dean will be kept with the School of Art's permanent records, and the dean's office. Questionnaires shall be held in confidence by the DRC chair for one year and then kept as part of the dean's permanent records.

#### **Director Review Questionnaire for Faculty, Contract Professionals and Staff (Confidential)**

The qualities expected of the Myers School of Art director are listed below. Using all materials provided please evaluate the director on these qualities using the scale shown below (FOR STATISTICAL PURPOSES, PLEASE USE WHOLE NUMBERS ONLY). Abstaining from answering a question will serve as an indication that you have not had a chance to evaluate this aspect of the director's performance.

The Director Review Committee (DRC) will make every reasonable effort to preserve the anonymity of each participant in this evaluation process. Place your finished evaluation in the provided plain, sealed, and unmarked envelope. Please hand this envelope to the DRC chair by the established deadline.

Indicate if you are faculty \_\_\_\_\_ contract professional \_\_\_\_\_ staff \_\_\_\_\_

4--Superior  
3--Good  
2--Average  
1--Poor  
0--Unsatisfactory

Director Evaluation Criteria	4	3	2	1	0
1. Successfully leads the school in creating a collaborative strategic vision for the future					
2. Is successful in fundraising from external sources on behalf of the school					

3. Uses a decision-making process that is transparent					
4. Successfully works to develop, maintain, improve, and administer the curriculum					
5. Promotes the School's regional and national visibility					
6. Successfully attends to essential administrative details (e.g. supervision of staff, budget preparation, promotion, merit evaluation and tenure documentation)					
7. Successfully attends to accreditation responsibilities					
8. Successfully manages school resources					
9. Promotes student recruitment, retention, and success					
10. Effectively communicates departmental needs to the Dean and other administrators					
11. Uses a collaborative management style (seeks input before engaging in decision making)					
12. Works with faculty of all ranks to meet the mission of the Myers School of Art regarding research, teaching, and service					
13. Recognizes and rewards faculty and staff in accordance with their contributions to the department					
14. Develops collegiality/cooperation among faculty members					
15. Promotes high standards of research and scholarly activity in the department					
16. Works to improve or maintain the morale of faculty, staff, contract professionals and part-time members of the school					
17. Allocates faculty responsibilities in an effective and equitable manner					
18. Interacts professionally and respectfully with students, staff, and faculty					
19. Works to improve the School's image and reputation with on and off-campus constituencies					
20. Serves as a role model for ethical behavior and unquestioned integrity					
21. Is approachable					
22. Deals with conflict well					
23. Establishes trust between her/himself and members of the faculty/staff/students					

Comments \_\_\_\_\_

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(Use additional paper as necessary)

Please provide your anonymous, written, qualitative and summary evaluation of the director. You may use the following questions as a guide. Please use additional paper as necessary.

1. What are the director's main assets?
2. What reservations do you have about this person as director?
3. What changes (eg. in priorities, style, organization, policies) would do most to improve this director's effectiveness?
4. Discuss your level of support for the director continuing to serve for another term.

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(Use additional paper as necessary)