



MEMORANDUM

TO: Dr. John M. Wiencek
Executive Vice President and Provost

FROM: Timothy McCarragher
Acting Dean, College of Health and Human Services

DATE: November 4, 2021

RE: School Director Review Guidelines

The attached School Director Review Guidelines for the School of Exercise and Nutrition Sciences have been approved by the faculty on Friday, October 15, 2021. I have approved the attached guidelines.

Melissa G. Smith
Ms. Melissa G. Smith, Director Review Committee Chair

11/4/21
Date

Judith A. Juvancic-Heltzel
Dr. Judith A. Juvancic-Heltzel, Interim School Director

11/4/21
Date

Timothy McCarragher
Dr. Timothy M. McCarragher, Acting Dean

11/05/2021
Date

John M. Wiencek
Dr. John M. Wiencek, Executive VP and Provost

11/8/2021
Date

The University of Akron
College of Health and Human Sciences
School of Exercise and Nutrition Sciences
School Director Review Guidelines
Final Approval October 15, 2021

I. Purpose

To state the process and content of the Exercise and Nutrition Sciences Chair review to be conducted for a Chair wishing to be reappointed.

II. Chair Review Committee

The Chair Review Committee shall consist of four members of the bargaining unit faculty of the School: two elected by the faculty, one appointed by the Dean, and one appointed by the Provost. The Committee of four will meet to select a Committee Chair who will coordinate all duties of the Committee.

III. Committee Duties

1) The Committee shall request from the Director an open-ended written response to the following eight questions (early in the semester prior to the chair term expiration).

- a. How successful have you been in fulfilling the role of Director and completing the most important tasks as Director?
- b. How successful have you been in working with faculty of all ranks, graduate students and staff to meet the mission of the School of Exercise and Nutrition Sciences regarding research, teaching and service?
- c. How successful have you been in encouraging program collaboration?
- d. How successful have you been in encouraging efforts for student retention?
- e. How successful have you been in supporting diversity efforts?
- f. How successful have you been in supporting the use of technology in the classroom?

- g. How successful have you been in supporting efforts of program revision/development to enhance student success?
- h. What has been your contribution to creating and achieving a School vision and strategic plan for the future?

2) The Committee shall arrange for the Director to make his or her vita available to all members of the school.

3) The Committee shall distribute a questionnaire to all members of the School and invite written responses from all members. The Committee will then assemble these responses into one document for review by the bargaining unit faculty. The questionnaire shall be anonymous and identifying responses will be confidential (no names shall be requested). Responding to the questionnaire is voluntary.

While the questions will be the same for all school members, the committee will summarize the responses in a way that ensures that each constituency's responses are accurately represented and anonymity is preserved. This may lead to the assembling of responses: 1) full-time bargaining unit faculty; 2) non-bargaining unit faculty; 3) graduate students; and, 4) staff. A smaller number of groups will be used if anonymity would be compromised. This summary of the evaluations will be made available to all bargaining unit faculty who meet to deliberate during the final Director review meeting(s).

Note: School auxiliary faculty, staff and graduate students are not part of the bargaining unit. However, they are crucial to the successful operation of the School and many have daily contact with the Director. Their opinions are important to the bargaining unit faculty and they **will** have the opportunity to respond to the questionnaire.

The questionnaire shall include:

How successful has the Director been in the following areas?

Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
5	4	3	2	1

1) Fulfilling the role of Director and completing the most important tasks as Director?

5	4	3	2	1
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2) Working with faculty of all ranks, graduate students and staff to meet the mission of the School regarding research, teaching and service?

5 4 3 2 1

3) Encouraging program collaboration?

5 4 3 2 1

4) Encouraging efforts for student retention?

5 4 3 2 1

5) Encouraging diversity efforts?

5 4 3 2 1

6) Encouraging the use of technology in the classroom?

5 4 3 2 1

7) Encouraging efforts of program revision/development to enhance student success?

5 4 3 2 1

8) Contributing to creating and achieving a school vision and strategic plan for the future.

5 4 3 2 1

9) Any additional comments:

10) In conclusion, would you recommend that the Director continue for another term?

___ Yes ___ No

IV. Director Review Meeting

The Committee shall arrange for all bargaining unit faculty to meet to review the results of the questionnaires and deliberate whether the Director shall be recommended to the Dean and Provost to serve for another term as Director of the School.

The summary document assembling responses by all groups, as well as the Director's responses to questions, shall be made available to bargaining unit faculty for review before the meeting.

Because this is a personnel matter, a graduate student representative will not participate in the director review meeting deliberations. Graduate students will participate in the questionnaire process. A previously elected "graduate student representative to school meetings" does, however, have the option of surveying graduate students and requesting to present issues, concerns or support for the Director (representing graduate student opinions) at the beginning of the Director Review meeting. However, they may not be present during committee deliberations. Staff and Non-bargaining unit faculty also will participate in the questionnaire process. Representatives of the support staff and Non-bargaining unit faculty do, however, have the option of surveying staff/ Non-bargaining unit faculty and requesting to present issues, concerns or support for the Director (representing staff/ Non-bargaining unit faculty opinions) at the beginning of the Director Review meeting. However, they may not be present during committee deliberations.

The Director shall not attend the Director Review meeting.

Additional meetings may be required depending upon the extent of the deliberations.

V. Recommendation

The Review Committee shall 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.

Questionnaires shall be kept on file in the School as part of the School's permanent records.