

Date: 3-15-09

MEMORANDUM

TO: Elizabeth J. Stroble
Sr. Vice President, Provost and C.O.O.

FROM: James M. Lynn, Interim Dean
College of Fine and Applied Arts

RE: Director Review Guidelines

The attached director review guidelines have been approved by the faculty of the School of Social Work on 3-15-09. I have approved the attached guidelines.

Priscilla R. Smith
Faculty Representative

3-15-09
Date

James M. Lynn
Dean

3-18-09
Date

Y. D. Smith
Senior Vice President, Provost,
and Chief Operating Officer

3/17/09
Date

COLLEGE OF FINE AND APPLIED ARTS
School of Social Work
School Director Formal Review Guidelines

Purpose of the Review

During the final full year of the school director's term of appointment, s/he may wish to be considered for an additional term. The director shall be subject to a formal performance evaluation by the dean and the faculty. The evaluation committee shall report a recommendation to the dean after conferral with the bargaining unit faculty by a process described below.

Procedures

As specified in the Contract (Article 10, Section 5), during the final year of the school director's term of appointment, directors who wish to be considered for an additional term shall be subject to a formal performance review of the preceding term. The review shall include:

1. An evaluation of the director's performance shall be conducted by a committee of four members of the bargaining unit of the department: two elected by the bargaining unit members, one appointed by the dean, and one appointed by the provost.
2. The committee shall have been formed and convened for its first meeting no later than the end of the fall semester of the review year (the final full year of the director's term of service). The committee's report shall be forwarded to the director and the dean no later than March 1 of the review year.
3. The review shall be conducted according to the process set forth in these guidelines, approved by the dean and the provost.
4. The performance of the director shall be evaluated by evidence of administrative leadership and competence. The school will use the *School Director Review Form*. The committee shall invite all full-time employees of the school to provide input via the *Review Form*, and may, at its discretion, invite such input from part-time faculty members.
5. This process shall include the opportunity for individual bargaining unit members to make an anonymous (to the extent permitted by law) written qualitative and summary evaluation of the director. The committee's report shall include a summary of the individual members' evaluations.

6. The review process shall include the opportunity for the school director to submit a self-evaluation of her/his performance. The director's self-evaluation will be made available to anyone who is asked to complete the *Review Form*. The director shall make his/her current vita available for review by those asked to complete the *Review Form*.

7. The committee shall report its findings to the dean after conferring with the bargaining unit members.

A copy of the committee's report shall be sent to the director when the report is sent to the dean.

COLLEGE OF FINE AND APPLIED ARTS
SCHOOL OF SOCIAL WORK
Director Review Form

Instructions: Please describe the director on each of the following scales indicating for each: "Satisfactory or Unsatisfactory" At the end of each section, provide the rationale for your rating and write any comments you believe would be helpful. To type in the comments section, place cursor on box and type.

I. SCHOOL GOALS AND PLANNING

| | |
|--|------------|
| Helps set appropriate policies/goals for school | No Opinion |
| Leads and facilitates effective strategic planning | No Opinion |
| Facilitates curriculum and program development | No Opinion |

Rationale for your rating and your other Comments:

II. ADMINISTRATION/MANAGEMENT

| | |
|---|------------|
| Is knowledgeable about school programs and operations | No Opinion |
| Manages the school well | No Opinion |
| Evaluates faculty fairly | No Opinion |
| Provides strong leadership | No Opinion |

Rationale for your rating and your other Comments:

III. COMMUNICATION AND HUMAN RELATIONS

| | |
|--|------------|
| Is a strong advocate for the school | No Opinion |
| Fosters good working relations among colleagues | No Opinion |
| Deals effectively with conflict | No Opinion |
| Supports and encourages human and intellectual diversity | No Opinion |
| Overall strength in communication/human relations | No Opinion |

Rationale for your rating and your other Comments:

IV. **ACADEMIC STANDARDS**

| | |
|--|------------|
| Supports/encourages good teaching, research, and service | No Opinion |
| Fosters and atmosphere of academic/artistic excellence | No Opinion |

Rationale for your rating and your other Comments:

- V. What comments, in addition to the above comments, do you have about the director in carrying out his/her work as director of the school of Social Work?