

Date: \_\_\_\_\_

**MEMORANDUM**

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

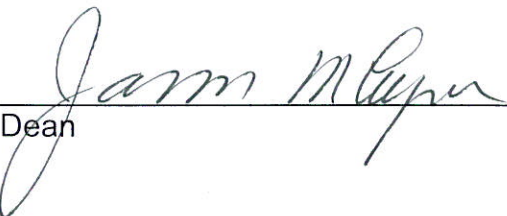
**FROM:** James M. Lynn, Interim Dean  
College of Fine and Applied Arts

**RE:** Director Review Guidelines


The attached director review guidelines have been approved by the faculty of the School of Speech-Language Pathology and Audiology on 2/24/09.  
I have approved the attached guidelines.

  
\_\_\_\_\_  
Faculty Representative

2/24/09  
Date

  
\_\_\_\_\_  
Dean

2-25-09  
Date

  
\_\_\_\_\_  
Senior Vice President, Provost,  
and Chief Operating Officer

4/17/09  
Date

**COLLEGE OF FINE AND APPLIED ARTS**  
**The School of Speech-Language Pathology and Audiology**  
**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 last 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 recommendations 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 Speech-Language Pathology and Audiology**  
**Director Review Form**

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

**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

Comments:

**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

Comments:

**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
Displays overall strength in communication/human relations	No Opinion

Comments:

**ACADEMIC STANDARDS**

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

Comments:

Any other comments: