

4.15 EVALUATION OF SCHOOL OR COLLEGE DEANS

<https://www.emporia.edu/university-policy-manual/table-of-contents/academic-affairs/training-and-evaluation-of-academic-unit-administrative-supervisors/>

PROCEDURES

4.15 –Evaluation of School or College Deans

Evaluation of the School or College Dean by Faculty

- It shall be written and comprehensive.
- It must be done at least every three (3) years and may be done in the intervening years at the discretion of the eligible faculty members. Only faculty members who have served with the school or college Dean for at least one (1) year shall be eligible.
- In the years when the evaluation is optional, a decision whether or not to conduct the evaluation must be made by secret ballot by the eligible faculty by February 1.
- The procedure to be used, the method of evaluation, and the type of summary will be determined by the faculty of the school or college in consultation with the Provost and Vice President for Academic Affairs. The Provost or the Provost's designee is responsible for initiating the process in the school or college and for ascertaining that all evaluations are conducted appropriately.
- Summaries of the findings of the evaluation shall be distributed to (a) the school or college Dean being evaluated, (b) the Provost and Vice President for Academic Affairs, and (c) the President. Access to the evaluation results of the Dean by parties other than those mentioned above is regulated by KAR 1-13-1a(a)(2); 1-13-1b.
- The Dean shall be given a copy of the summary before it is finalized and have the prerogative of submitting a written comment which shall become a part of the summary.
- Information from the evaluation will be considered in the overall assessment of the Dean's performance and shall figure in the determination of continuance in the position.