PURPOSE

1. The Provost and Vice President for Academic Affairs is responsible for conducting annual and systematic evaluations of each academic dean excluding the Dean of The Graduate College, the Dean of the University College, and the Dean of the Honors College. The evaluations of these Deans are covered in PPS 8.12, Annual Evaluation of Provost's Direct Reports excluding academic deans. The purposes of these evaluations are to provide information to the Provost and Vice President for Academic Affairs from those reporting to him/her and from those he/she reports to for the assessment of each academic dean’s job performance and to provide information to each academic dean to help him/her improve his/her job performance.

2. The Provost and Vice President for Academic Affairs will develop a process for conducting evaluations of each academic dean.

PROCEDURES FOR ANNUAL REVIEWS

3. By August 1 preceding the academic year under review, the Provost will send a letter to each academic dean requesting his or her goals to be considered during the annual performance review. Goals are due by September 15. By October 1, the Provost will review the goals submitted and submit final goal letters to the academic deans. The Faculty Perceptions of Deans surveys will be available to the Provost by May 15. By June 15 of the academic year under review, the academic dean will send a performance report to the Provost.

4. Following the specified deadline for submission of academic deans’ performance reports, the Executive Assistant to the Provost will schedule individual meetings as needed with the Provost for each academic dean by July 15.

5. By July 30 following the Provost’s review of the performance reports and after any individual interviews, the Provost submits final performance letters with salary information for the next year.
6. The Provost will provide a summary of the results of these performance reports to the Office of Human Resources along with any necessary documentation of concerns that arose during these evaluations. The Provost will also provide the Budgeting Office with outcomes in the form of salary recommendations for the coming year.

7. By September 1, the Provost will make available to each college’s personnel committees a summary of their academic dean’s annual evaluation.

PROCEDURES FOR SUMMATIVE REVIEWS

8. In addition to the annual review described above, at least once every five years the Provost and Vice President for Academic Affairs will conduct a summative review of the academic dean’s performance. See Attachment I.

9. The Provost and Vice President for Academic Affairs is responsible for initiating the review process by January 15. A committee report will be completed by March 15 and closure on the process no later than September 30 of each academic year.

   a. This review will be based upon a written comprehensive evaluation of the academic dean’s work to be completed by a review committee composed of:

      • a member of the Faculty Senate from outside the college appointed by the Faculty Senate who will serve as chair (non-voting) of the committee;

      • each chair/director from each department/school within the college

      • a faculty member from each department/school within the college elected by departmental faculty;

      • one Texas State academic dean appointed by the Provost and Vice President for Academic Affairs.

   b. The review committee will be charged with assessing the state of the college and identifying perceived issues related to the performance of the academic dean. The committee will seek input of faculty, staff, and other constituents as appropriate. To facilitate this process, the academic dean will prepare by January 15 a state-of-the-college document based on previous annual reports for the period under review (most recent 5 academic years).

   c. Upon receipt of the review committee’s report, the Provost and Vice
President for Academic Affairs will review the report with the academic dean and with the committee. These reviews will be used by the Provost and Vice President for Academic Affairs to identify principal issues in the college.

d. The academic dean will prepare a response to the report and will submit this response to the Provost and Vice President for Academic Affairs.

e. If the Provost and Vice President for Academic Affairs and the academic dean agree that continued service as dean is appropriate, the report and the dean’s response will serve as the basis for developing performance expectations.

f. The dean’s response and a summary of the results of the summative review will be distributed to the review committee by August 31.

g. By September 30, the Provost will make available a summary of their dean’s summative review to the personnel committees of the department/schools within the college.

10. Nothing in the above PPS 8.03 sections shall be interpreted to prohibit more frequent or expanded reviews at the discretion of the Provost and Vice President for Academic Affairs nor to contradict the policy stated in the Rules and Regulations of the Board of Regents, Texas State University System, that “administrative officers...shall serve without fixed term subject to the pleasure of the President and the Board.”

CERTIFICATION STATEMENT

11. This PPS has been approved by the reviewer listed below and represents Texas State’s Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: __________________________      Review Date: _________________
Reviewer: ______________________________   Date: _________________________
Approved: ______________________________  Date: _________________________

Gene Bourgeois
Provost and Vice President for Academic Affairs