

POLICY FOR REAPPOINTMENT OF ACADEMIC DEANS
Rensselaer Polytechnic Institute

Policy Intent: The following guidelines should be used in the periodic review of Academic Deans being considered for reappointment. Deans should be evaluated on an annual basis during the regular annual performance review. In addition, a formal evaluation process should be conducted approximately six months prior to the end of the five-year appointment.

Annual

Once a year each Academic Dean shall prepare a summary of his or her achievements, noting progress toward previously stated goals and objectives, and reasons for changes in goals or insufficient progress. Future goals and plans should also be defined and justified. The completed report will be forwarded to the Provost who will then discuss the report with the Dean, together with whatever material or issues the Provost wishes to raise. All of this information becomes part of the basis for decisions by the Provost on compensation, contract renewal and plans regarding the school.

Major Periodic Evaluations

A major in-depth review and evaluation of each Academic Dean will be performed at least once every five years. These evaluations are initiated by the Provost, typically at the completion of the fourth year of service. An earlier evaluation may be undertaken if requested in writing by a simple majority of the tenure-track faculty of the school. The purpose of the evaluation is to make recommendations or decisions concerning the leadership of the school or division and to generate constructive advice for improving administrative practices. As part of the review process, a Committee will be appointed to solicit input from the various constituencies including the faculty, staff and students.

The Committee will typically consist of a senior faculty member from outside the school of the Academic Dean being reviewed, who will serve as the Chair of the Committee, tenure-track faculty from within the school and one or more members of the senior staff. The Committee will be appointed by the Provost upon consultation with the President and Academic Dean being reviewed.

The Committee's principal responsibility will be to gather information from all relevant sources, using the procedures outlined below and it will be charged with delivering a written report on its findings to the Provost. This report shall specifically address the achievements, strengths and weaknesses of the school under the leadership of the Academic Dean as well as assessing the goals under the present leadership. The Committee will be free to decide upon the specific procedures to be used in light of this charge and any additional directions it receives from the Provost. However, as a guide, this effort should include;

1. a study of the periodic statement of goals and objectives of the school,
2. interviews with the Academic Dean, Assistant or Associate Deans, and Department Chairs,
3. interviews with representatives of the faculty, students and staff and,

4. interviews with other university administrative officers who might help provide the Committee with useful information for an accurate appraisal of the Dean's performance.

These interviews should be based upon the Committee's independent preliminary determination of categories of evaluation, a set of criteria established by the Provost, and the Academic Dean's own written evaluation of his or her performance and that of the school. As the interview process continues, there may be areas which come to light which the Committee wishes to pursue in greater depth. The Committee should also interview those persons who the Academic Dean might wish to recommend as pertinent sources of information. All necessary safeguards to protect the confidentiality of any statements the Committee receives whether written or oral should be taken. During the process of the review, the Committee will work with the Provost for administrative support and guidance. After the Committee submits its report, the Provost will review the report and any additional information deemed relevant or necessary and forward a complete recommendation with supporting information to the President for review and approval. The President, Provost, and the Academic Dean being evaluated will then meet and discuss the report and its implications.

Policy derived from Policy Memo issued 3/14/95
Adopted by the Dean's Council on 10/2/02