

**COLLEGE OF AGRICULTURE AND LIFE SCIENCES
PROCEDURES FOR THE FIVE YEAR REVIEW OF
UNIT LEADERS AND ADMINISTRATORS**

1. The Dean determines the year an evaluation is to be conducted for each unit leader, center director, and Associate Dean or other key administrator. The review schedule is added to the college calendar. Reviews are conducted at least every five years.
2. The Dean informs the person being evaluated when and how the evaluation will be conducted and the procedures involved. The dean will ask that the leader prepare a list and short summary of accomplishments, projects, and achievements that demonstrate leadership and management competence.
3. At the beginning of the fall semester, the Dean informs the CALS Faculty Association, or VESA as appropriate, which unit leaders, center directors, and Associate Deans are to be evaluated during the next 12 months. The Dean requests that the appropriate association nominate a faculty member or administrator to the ECT from their membership to be approved by the Dean.
4. The Dean receives nominations and appoints **two** faculty members and **one** staff member from the unit to the Evaluation Coordinating Team (ECT). For small units, the Dean will determine the appropriate units from which to derive members.
 - a) **Academic Units:** Faculty and Staff member representatives will be nominated by the relevant departmental committees.
 - b) **Extension and the Experiment Station:** Faculty and Staff member representatives will be nominated by the administrator under review.
 - c) A total of 4 faculty member names and 2 staff member names will be forwarded to the Dean. From these, the Dean will choose 2 faculty and 1 staff.
5. The Dean appoints **one** faculty member with peer standing from within the college
6. The Dean appoints **two** external participants from outside the College or University to the ECT. To the degree possible, the ECT should be comprised of members who represent relevant mission areas for the reviewee.
7. The proposed committee composition (**7 person committee**) is reviewed with the Associate Deans prior to being finalized. The committee will be composed of:

- a) 1 faculty nominated by VESA or CALSFA
 - b) 2 departmental faculty nominated by the reviewee or by relevant departmental committees
 - c) 1 departmental staff nominated by the reviewee or by relevant departmental committees
 - d) 1 peer faculty chosen by the Dean
 - e) 2 external reviewers nominated by the reviewee or by relevant departmental committees
8. The Dean convenes a meeting of the 7-member ECT for the purposes of discussing:
 - a) the evaluation procedure,
 - b) time frames for the review,
 - c) distribution of surveys to individuals who can contribute to the evaluation
 - d) the data gathering responsibilities of the ECT, and
 - e) the format for the final report.

The ECT will select a member of the ECT to be the chair who is responsible for coordinating the review and developing an evaluation report. The ECT is encouraged to use multiple sources of data including surveys, interviews with evaluators, and evaluation of dossiers and similar written materials.

9. The Dean informs all unit or station faculty, staff, and graduate and undergraduate leaders of the purposes of the evaluation, the procedures, and the responsibilities of the ECT. The Dean's office distributes the survey instrument and receives results which are provided to the chair of the ECT.
10. The Chair of the ECT obtains a resume and a statement of leadership accomplishments during the five-year evaluation period from the reviewee and the ECT interviews the reviewee.
11. As appropriate, the ECT holds interviews with faculty, staff, and students, as well as college, university, and external persons in order to collect information about the administrator's effectiveness. The ECT may use other resources to gather information necessary for a thorough report.
12. The Processing Checklist and the survey results are sent by the Dean's office to the ECT Chair.
13. The ECT prepares a draft written report from the surveys and interviews and meets with the Dean for an in depth discussion of the results and the report. Following discussion, the report and a summary are finalized.
14. The Dean sends a copy of the final report to the reviewee, and they meet with the Chair of the ECT to discuss the results of the evaluation.
15. The Dean may request an action plan from the reviewee to address the focus of the report within 30 days after meeting with the reviewee.
16. The Dean sends the summary report containing relevant highlights to the entire unit and thanks faculty, staff, and students for participation. The Dean meets with the unit to give an appropriate overview and answer questions.
17. The Dean sends a reappointment or termination letter to the reviewee within two months after meeting with the unit leader or station director.
18. Participants in the survey will be notified of the results – reappointed or termination.

REPORT FORMAT, The final report should be between 3 and 5 pages in length with the following headings:

Introduction

Brief overview of the committee and the review process including the scope of the review and participation.

Unit Leader Accomplishments

Brief history of the unit leader's tenure, challenges faced and responses.

Results

Overview of results of surveys, interviews and other data gathering efforts.

Strengths and developmental areas

Overview of strengths and accomplishments; impact on the department, college and university; and of areas of concerns or developmental needs.

Recommendation

Overall assessment and synthesis of the review.