

College of Natural and Health Sciences
EVALUATION AND REAPPOINTMENT OF DIRECTORS

There will be an annual review of each School Director's administrative performance which will include the gathering of evaluative feedback from the School's faculty and staff. The dean may also elect to collect evaluative feedback from groups such as the school's students, alumni, staff, and other individuals with whom the School Director interacts. Review of the School Director will be organized out of the Dean's Office, and collected data will inform the Dean's annual review of the Director. The Dean will also evaluate the director's performance in his or her academic role. Directors engaging in teaching and research activities may request input from the School Evaluation Committee within the unit.

According to university guidelines, School Directors normally will be appointed for five year terms*. In early February of the Director's fourth year, the Dean will initiate a process to identify the School's leadership for the *sixth* year, to include the opportunity for expressions of interest from other qualified internal candidates. When there exist one or more new candidates for the role, an internal search (which may include as a candidate the current Director) will be overseen by the Dean. In the absence of new candidates, a Director who wishes to be reappointed for another five year term will undergo a comprehensive evaluation specific to his/her leadership role. At the beginning of the fifth year, Directors will submit materials pertaining to this review, which will include a summary of his/her accomplishments as Director; list of leadership goals for the proposed new term; and a copy of his/her *curriculum vitae*. Comprehensive evaluation materials will be made available for comment by the School's faculty and staff, in addition to the Dean. Feedback may also be solicited by the Dean from the School's students and alumni, community members, NHS Dean's Office staff, and other NHS unit leaders.

If the School Director does not wish to be reappointed, he/she should make that known to the Dean no later than March 1 of the fourth year. In that event, an annual review will be sufficient for year five.

** The reappointment timeline listed above is to be used for School Directors serving five year terms of appointment, which is the term applicable to individuals appointed between July 1, 2005 through December 31, 2009. As per Provost Harraf's memo of December 8, 2009, five year terms will continue to apply to School Directors appointed prior to January 1, 2010, and three year terms will apply to those appointed on or after that date. The reappointment timeline for individuals serving three year terms may be derived by subtracting two years from the dates identified in paragraphs two and three above.*