



Part 11: Exempt Administration with Faculty Rank

3-3-1101 School Director Policy. This document sets forth the policies and procedures to governing the selection and evaluation of directors. A director is the unit leader of a school whose entire assignment is professional administration.

3-3-1101(1) Director Selection. A director is an at-will employee in their capacity as director.

- (a) Normally the director shall be appointed from tenured or tenure-track faculty within the school.

Upon completion of the following process, the dean of the college shall recommend a director to the CAO for approval. If the director is to be selected from the current faculty of the school, an agreement between the dean and a majority of the faculty of the affected school, outlining the recommendation process including faculty involvement, shall be required prior to initiating the search for a director. Faculty involvement may include school faculty vote, conferences with individual faculty and/or the school, and/or interviews with potential candidates.

Evaluations from persons external to the school may also be considered.

- (b) When no qualified faculty member is willing to accept appointment as director and/or the school and dean agree it is in the best interest of the school not to recommend a director from present faculty, or when the school and dean cannot reach agreement on the appointment of a director, the following applies:
 - (i) The dean may request and receive authorization from the CAO to advertise externally for a school director. Selection of off-campus candidates for the position of director shall follow established University procedures for the hiring of full-time faculty into a tenured position at the rank of associate professor or professor.
 - (ii) The CAO, in consultation with the dean and the school, shall

appoint a director from among the faculty of the University for an appointment of no more than one year.

3-3-1101(2) Term of Service. A director shall be appointed for a five-year term.

3-3-1101(3) Vacancies. In all cases of vacancies occurring during a director's term of service, the dean, after seeking faculty input, may appoint an acting director who shall assume responsibilities immediately.

3-3-1101(4) Evaluation of Director. The dean shall evaluate all directors annually under the University evaluation system. Faculty in the school must be involved in the evaluation.

3-3-1101(5) Relief of Director Responsibilities. If for any reason the dean believes that a change in unit leadership is necessary, the dean may, in consultation with the CAO, relieve the individual of director responsibilities. Unless circumstances prohibit, such action shall only be taken after consultation with the unit faculty.

3-3-1102 Dean's Review and Evaluation. Under the authority of the Chief Academic Officer (CAO), deans will be evaluated on a five-year cycle based on the establishment of five-year goals approved by the CAO. Deans will undergo annual review by the CAO to determine progress made toward those goals. Deans will also undergo a five-year comprehensive evaluation.

(1) Annual Review Timeline.

- (a) January: The deans shall submit to the CAO an annual report that includes progress towards the five-year goals.
- (b) February: The CAO shall send the annual report to each of the dean's faculty and consults with all faculty in the dean's college through the administration of an evaluation instrument (questionnaire) to be developed by the CAO. The questionnaire will include an opportunity for "open ended comments." Faculty will retain anonymity in returning the questionnaire and should return the questionnaire to the CAO by the end of the month.
- (c) March: The deans shall meet individually with the CAO to review the

annual report feedback from respondents and negotiate any adjustments to the five-year goals.

(2) Five-Year Comprehensive Review Timeline.

- (a) January: The deans shall submit to the CAO a dossier that summarizes accomplishments and progress towards the five-year goals.
- (b) February: The CAO shall send the dossier and a five-year comprehensive evaluation response form, to be developed by the CAO, to all faculty in the dean's college. The questionnaire will include an opportunity for "open ended comments." Faculty will retain anonymity in returning the questionnaire and should return the questionnaire to the CAO by the end of the month. The CAO has the option, in concert with the dean, to solicit comments from others internal and external to the University.
- (c) April: The deans shall meet individually with the CAO to review the dossier and feedback from respondents. Subsequently, the CAO shall provide the dean with a written evaluative summary of the comprehensive review.

No annual review will be conducted during the comprehensive review year.

Policy History

Section 3-3-1101(5) Relief of Director Responsibilities added (Jun 2022)