

# UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

## Policy No. UPAA-27

### SELECTION AND EVALUATION OF FACULTY DEANS

#### 1 General Information.

- 1.1 Scope: Whereas, procedures and policies exist for faculty, department chairs and the president of the university, among others, to be appointed and regularly evaluated, it is appropriate to have an analogous policy for those faculty administrators-- the faculty deans --whose visions for their colleges and daily working relationships most directly affect faculty. Therefore, the following is a general policy for the selection and evaluation of college and school deans.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: June 27, 2019
- 1.4 Effective Date: August 1, 2019
- 1.5 Controlling over: Marshall University only.
- 1.6 History:
  - 1.6.1 Amended to update position titles. Originally approved by the BOG on 3/8/2006. This policy is equivalent to the old Executive Policy Bulletin No. 11, effective January 21, 1997. Minor editorial changes have been made. Executive Policy No. 11 is hereby repealed.

#### 2 Selection of Faculty Deans

- 2.1 In the event of a vacancy in the deanship of a college or school at Marshall University where faculty have tenure (this excepts non faculty deans such as the graduate dean or the dean of enrollment management and similar positions), the president of the university shall declare such vacancy to exist and communicate to the faculty of the college or school his/her intentions as to a process of replacement within thirty (30) days. Such replacement may be an interim or acting dean for a period normally not to exceed one year or until the selection of a permanent replacement. In the case of a temporary replacement, the president shall consult the faculty of the college or school in the process of making that appointment. In the case of the selection of a permanent replacement, the following process shall be utilized:
  - 2.1.1 First, the president shall establish a search committee to consist of
    - 2.1.1.1 At least five faculty selected by the tenure track faculty of the college or school in question;
    - 2.1.1.2 One classified staff member from the affected college or school appointed by the provost/senior vice president for academic affairs;
    - 2.1.1.3 One undergraduate and one graduate student from the affected college or school selected by the students of the college or school;
    - 2.1.1.4 One faculty member from outside the college or school in question, recommended by the provost/senior vice president for academic affairs;
    - 2.1.1.5 One appropriate community member recommended by the provost/senior vice president for academic affairs.

- 2.1.1.6 On recommendation of the provost/senior vice president for academic affairs, the president shall appoint a sitting dean from another college or school to serve as chair of the search committee.
- 2.1.1.7 If necessary for the purposes of diversity, the president may appoint others to the committee.
- 2.1.2 Second, the committee shall recommend: A description of the type of person sought, including academic qualifications; advertisements to be placed in appropriate publications; a time frame for the selection of a new dean, and the process of screening and interviewing applicants, subject to affirmative action and university regulations.
- 2.1.3 Third, the committee shall recommend no fewer than three persons to the president as being fully qualified for the position. The president shall then select one of those recommended or ask the committee for additional names.

### **3 Evaluations of College or School Deans**

- 3.1 Consistent with the Board of Governors' policy for the evaluation of university presidents, college and school deans at Marshall University shall be evaluated every four years, utilizing the following procedure:
  - 3.1.1 First, every dean shall be evaluated by the person to whom he or she reports and the president of the university each fiscal year. Such evaluation shall include administration of a standard evaluation/rating form to be completed by all faculty of the college or school. The purpose of this evaluation is for salary adjustments and to examine performance as the chief executive officer of the college or school. The dean shall be provided an opportunity to meet with the person to whom he or she reports and/or the president, presented with a written preliminary copy of such evaluation and given an opportunity to comment or respond before it is placed in his or her personnel file. Such evaluations will be deemed confidential.
  - 3.1.2 Second, in the third year of a dean's tenure and every fourth year thereafter, the dean shall prepare a report detailing the goals and objectives for the college or school and the progress toward achieving them. That report shall be reviewed by the person to whom he or she reports and presented to the president no later than the first day of February of the third year of a dean's tenure in that position.
  - 3.1.3 Third, the president shall appoint a consulting committee to review the report, meet with the dean, consult with the faculty and others as appropriate and make a report to the president no later than May First of that year. The consultation with the faculty and/or staff shall consist of a general meeting of all college or school faculty with the consulting committee, followed by an opportunity for each college or school faculty and/or staff member to meet individually with a member of the consulting committee.

The consulting committee shall consist of three faculty members elected by the faculty of the college or school, a department chairperson or school director from another college or school of the university appointed by the president, plus one faculty member appointed from outside the college or school by the president. This consulting committee shall make a general evaluation, based on the information accumulated as described previously in this document, of the dean's performance and the impact upon the quality and functioning of the entire college or school and make additional recommendations to the president on initiatives for improvement.

The president and/or the provost/senior vice president for academic affairs shall meet with a committee of faculty consisting of representatives elected from each department/division of the college or school to receive their observations and discuss the consulting committee's report. If the college or school is not organized into departments or divisions, the committee shall consist of three elected faculty representatives. The consulting committee's overall evaluation of the college or school shall be made available to the dean and faculty.

- 3.1.4 Fourth, the president and/or the provost/senior vice president for academic affairs shall meet with the dean to discuss the college or school and the dean's evaluation and present him or her with a written personal evaluation, including commendations as appropriate and suggestions for improvement. The final written personnel evaluation shall be placed in the dean's file and will be considered to be confidential.

#### **4 General Provisions**

- 4.1 Nothing in this policy shall be construed as the president of the university abdicating any authority to appoint and dismiss deans and other administrators who serve at the will and pleasure of the president. Further, there is nothing in this policy which affects the academic tenure of any dean or other academic administrator.