

Dean's Periodic Review Guidelines, 2009-10

Evaluation Process

As a part of the six-year comprehensive performance review of all deans, and the three-year performance review for new deans, the university will employ an online survey system to solicit feedback from faculty, staff, peers, and administrators. This process will involve the following steps:

1. The dean will provide a summary of activities in each of the performance areas identified below— these summaries should ideally be no more than a page long for each area.
2. The Provost Office will post the dean's summaries along with the survey online so that the summaries can serve as a basis for evaluative responses from survey participants.
3. A notice will be sent to the faculty and staff of the college, as well as to peer deans and administrators to invite them to participate in the online survey evaluation.
4. Results from the online survey will be tabulated and presented to the dean in summary form.
5. Comments provided by survey participants will also be provided to the dean, with no identifying information included.
6. The dean and the provost will meet to discuss the survey results, and the provost will subsequently provide a written summary of the periodic evaluation.

Evaluation Instrument for Deans' Periodic Reviews

In each of the areas listed below, the dean will prepare a brief summary of activities and accomplishments that highlight her or his performance as dean— these are indicated by the light-blue fields below. Respondents access the survey using their UTSA EID so that once a respondent has completed the survey, they cannot complete a duplicate survey. A list of appropriate survey respondents and their EID's will be provided.

Horizontal lines indicate new web pages in the survey. Circles (○) indicate radio buttons for numerical "Likert scale" responses. Rectangular boxes indicate text fields for written comments.

I. Vision and planning

A. *Dean*: Please provide a succinct statement of your vision for the college and the planning activities you have sponsored that support strategic decision-making and resource allocation.

B. *Respondent*: Please indicate your evaluation of the dean in this area of performance.

1. The dean has established an appropriate vision for the college and has engaged in meaningful strategic planning in support of that vision.

Disagree strongly

1

Disagree

2

Neutral

3

Agree

4

Agree strongly

5

2. Which specific activities has the dean performed especially well in this area?

3. Which specific activities have not been performed well?

4. What suggestions would you make for improvement of the dean's performance in this area?

II. Program management

A. *Dean*: Please provide a summary of your activities within the college that have provided supporting infrastructure for existing programs, and planning for building new programs.

B. *Respondent*: Please indicate your evaluation of the dean in this area of performance.

1. The dean has provided the necessary infrastructure to support for college's programs.

Disagree strongly

1

Disagree

2

Neutral

3

Agree

4

Agree strongly

5

2. Which specific activities has the dean performed especially well in this area?

3. Which specific activities have not been performed well?

4. What suggestions would you make for improvement of the dean's performance in this area?

III. Personnel management

A. *Dean*: Please indicate your contributions to personnel management in the college, including your role in promotion and tenure, annual evaluation, personnel issues, and leadership management (e.g. chairs, associate deans, etc.).

B. *Respondent*: Please indicate your evaluation of the dean in this area of performance.

1. The dean is a good manager of personnel and departmental/college leadership.

Disagree strongly

1

Disagree

2

Neutral

3

Agree

4

Agree strongly

5

2. Which specific activities has the dean performed especially well in this area?

3. Which specific activities have not been performed well?

4. What suggestions would you make for improvement of the dean's performance in this area?

IV. Budget management

A. *Dean*: Please provide a concise summary of your fiscal management activities, including resource allocation, budget request processing, cost sharing, and other budgetary activities.

B. *Respondent*: Please indicate your evaluation of the dean in this area of performance.

1. The dean is a good steward of the college's resources and allocates those resources appropriately.

Disagree strongly	Disagree	Neutral	Agree	Agree strongly
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5

2. Which specific activities has the dean performed especially well in this area?

3. Which specific activities have not been performed well?

4. What suggestions would you make for improvement of the dean's performance in this area?

V. Public relations and fund raising

A. Dean: Please summarize your activities to promote the college in the local community and raise funds in support of the college's needs.

B. Respondent: Please indicate your evaluation of the dean in this area of performance.

1. The dean is an effective ambassador and advocate for the college in the local community.

Disagree strongly

1

Disagree

2

Neutral

3

Agree

4

Agree strongly

5

2. Which specific activities has the dean performed especially well in this area?

3. Which specific activities have not been performed well?

4. What suggestions would you make for improvement of the dean's performance in this area?

VI. Other activities

A. *Dean:* Please provide a summary of any other activities, including professional activities (teaching, research, service) within your academic discipline, including for example any leadership roles in professional societies, research products, or review activities (grant proposals, manuscripts, etc.).

B. *Respondent:* Please indicate your evaluation of the dean in this area of performance.

1. The dean contributes significantly to her/his professional discipline.

Disagree strongly	Disagree	Neutral	Agree	Agree strongly
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5

2. Which specific activities has the dean performed especially well in this area?

3. Which specific activities have not been performed well?

4. What suggestions would you make for improvement of the dean's performance in this area?

Summary

Respondents: Please indicate your overall evaluation of the dean's performance.

1. The dean is performing very well for the college.

Disagree strongly	Disagree	Neutral	Agree	Agree strongly
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5

2. The college continues to improve each year under the dean's leadership.

Disagree strongly	Disagree	Neutral	Agree	Agree strongly
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5

3. What general suggestions would you make for improvement of the dean's performance?

Thank you for your assistance in evaluating Dean XXX's performance.

Survey Results Reporting

Once the survey response period has concluded, the following results should be tabulated:

Summary of Likert Scale Responses

	<i>Disagree Strongly</i>	<i>Disagree</i>	<i>Neutral</i>	<i>Agree</i>	<i>Agree Strongly</i>	<i>Average Score</i>
<i>I. Vision and Planning</i>	#	#	#	#	#	<i>Ave.</i>
	%	%	%	%	%	
<i>II. Program Management</i>	#	#	#	#	#	<i>Ave.</i>
	%	%	%	%	%	
<i>III. Personnel Management</i>	#	#	#	#	#	<i>Ave.</i>
	%	%	%	%	%	
<i>IV. Budget Management</i>	#	#	#	#	#	<i>Ave.</i>
	%	%	%	%	%	
<i>V. Public Relations and Fund Raising</i>	#	#	#	#	#	<i>Ave.</i>
	%	%	%	%	%	
<i>VI. Other Activities</i>	#	#	#	#	#	<i>Ave.</i>
	%	%	%	%	%	
<i>Dean's performance</i>	#	#	#	#	#	<i>Ave.</i>
	%	%	%	%	%	
<i>College improvement</i>	#	#	#	#	#	<i>Ave.</i>
	%	%	%	%	%	

This summary should be tabulated for the following groups of responses:

- All faculty
- All staff
- All administrators
- All respondents from each department (separately reported by department)
- All survey respondents

If it is easy to generate, a graphical presentation of the survey results for this section would also be useful to have.

The comments entered by respondents should be organized by evaluation area (I. – VI., and Summary) and reported for each question separately. No respondent identifying information should be included with the comment responses. For example,

I. Vision and Planning

Which specific activities has the dean performed especially well in this area?

Comment 1

Comment 2

Comment 3

...

Which specific activities have not been performed well?

Comment 1

...

What suggestions would you make for improvement of the dean's performance in this area?

Comment 1

...

II. Program Management

Which specific activities has the dean performed especially well in this area?

Comment 1

...

Which specific activities have not been performed well?

Comment 1

...

What suggestions would you make for improvement of the dean's performance in this area?

Comment 1

...

III. Personnel Management

Which specific activities has the dean performed especially well in this area?

Comment 1

...

Which specific activities have not been performed well?

Comment 1

...

What suggestions would you make for improvement of the dean's performance in this area?

Comment 1

...

IV. Budget Management

Which specific activities has the dean performed especially well in this area?

Comment 1

...

Which specific activities have not been performed well?

Comment 1

...

What suggestions would you make for improvement of the dean's performance in this area?

Comment 1

...

V. Public Relations and Fund Raising

Which specific activities has the dean performed especially well in this area?

Comment 1

...

Which specific activities have not been performed well?

Comment 1

...

What suggestions would you make for improvement of the dean's performance in this area?

Comment 1

...

VI. Other Activities

Which specific activities has the dean performed especially well in this area?

Comment 1

...

Which specific activities have not been performed well?

Comment 1

...

What suggestions would you make for improvement of the dean's performance in this area?

Comment 1

...

Summary

What general suggestions would you make for improvement of the dean's performance?

Comment 1

Comment 2

Comment 3

...

Ideally, the construction of the survey report should be as automated as possible from the database that is populated by survey responses.