**Policy Change Cover Sheet**

|  |  |  |
| --- | --- | --- |
| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** | | |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** [***ndsu.policy.manual@ndsu.edu***](mailto:ndsu.policy.manual@ndsu.edu) ***first so that a clean policy can be presented to the committees.*** | |
| **SECTION**: | Policy 327- Evaluation of Academic Deans, Directors and Department Chairs and Heads | |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).** | | |
| * Is this a federal or state mandate?  Yes ✓No * Describe change: adding Provost and FT Vice Provosts, Academic Vice Presidents, and FT Associate/Assistant Deans, to be evaluated under this policy; clarifying annual review and comprehensive review responsibilities; changing comprehensive review from every three years, to year three of initial appointment and every five years thereafter; streamlining evaluation criteria; separating evaluation procedure from policy. * Version 2 includes Faculty Senate recommendation to remove references to confidentiality in Section 5 under Procedure; the review cannot be confidential due to state requirements. * Version 2 was approved by the Faculty Senate. Those changes are mapped out in the current document. In addition, Version 3 includes minor wording changes to sections 3-5 to incorporate feedback from legal counsel. Hence, the vast majority of the revisions in this document were originally approved by the Faculty Senate.   Please note that the attached procedures are provided as information to accompany the policy changes and do not need to be voted upon. | | |
| 1. **This policy change was originated by (individual, office or committee/organization):** | | |
| * Office/Department/Name and the date submitted: Commission on the Status of Women Faculty, working with the Office of the Provost – submitted 10-16-2015 * Email address of the person who should be contacted with revisions: Daniel.Friesner@ndsu.edu | | |
| ***This portion will be completed by Mary Asheim.***  Note: Items routed as information by SCC will have date that policy was routed listed below. | | |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):** | | |
| **Senate Coordinating Committee:** | | 11/7/16 |
| **Faculty Senate:** | | 12/12//16 |
| **Staff Senate:** | | 11/16/16 |
| **Student Government:** | | 11/16/16 |
| **President’s Cabinet:** | | 11/16/16 |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to [ndsu.policy.manual@ndsu.edu](mailto:ndsu.policy.manual@ndsu.edu). All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**SECTION 327**

**EVALUATION OF ACADEMIC ADMINISTRATORS**

SOURCE: NDSU President

Faculty Senate

1. **Introduction**

North Dakota State University believes every university employee deserves regular evaluation of his or her professional duties as they relate to a formal job description and the university’s needs. This process should be transparent and constructive, including an acknowledgment of the employee’s achievements, as well as an assessment of his or her ability to match the university’s expectations.

This policy pertains to the provost, full-time vice provosts, academic vice presidents who report to the provost, academic deans, full-time academic associate and assistant deans, directors of academic offices, and chairs and heads. The evaluation process will include input from a variety of groups; faculty will play a major role in evaluation of academic administrators.

1. **Annual Review**

Each administrator covered by this policy will be reviewed annually by the administrative supervisor to whom that person reports in accordance with Policy 167.

3. **Comprehensive Review**

All administrators covered under this policy will undergo comprehensive review. The first comprehensive review will be completed by the end of the administrator’s third year of appointment. Subsequent reviews will occur every five years, to be completed by the end of the fifth year after the prior review. Interim reviews may be initiated by the administrator or by the person to whom the administrator reports. If a review indicates substantial areas of concern or lack of performance, the next review will be completed within two years of that review.

4.  **Common Review Criteria**

Review criteria will be based on the administrator’s job description and may include, but are not limited to, the following:

a) leadership, strategic planning and assessment;

b) administration and management;

c) commitment to institutional values including equity and diversity, academic freedom,

and shared governance;

d) external relations;

e) service to the broad mission of the University.

The relative importance of evaluation areas will vary with administrator job description; therefore, some criteria above many not apply and others may be added.

5. **Procedures**

Comprehensive reviews will be initiated by the administrator’s supervisor, and must be conducted according to the Comprehensive Review Procedures for Academic Administrators.

Review committees – consisting of tenured faculty, relevant administrators, and staff – will be formed in accordance with the Comprehensive Review Procedures. The review committee shall prepare a report summarizing its findings for submission to the supervisor.

The supervisor will provide a summary of the review to the unit.

HISTORY:

New July 1990

Amended April 1992

Amended January 1995

Amended January 1996

Amended February 1997

Amended May 1997

Amended January 2003

Amended October 2007

Housekeeping February 14, 2011

Housekeeping July 12, 2013