POLICY ON EVALUATION OF THE COLLEGE’S ADMINISTRATORS

Approved by College faculty on 4/19/16

The College of Science and Mathematics shall follow Section 327 (Evaluation of Administrators) of the NDSU Policy Manual and associated procedures in matters related to the evaluation of deans, chairs/heads, and associate/assistant deans but with the additional considerations noted below.

Evaluation of Department Chairs/Heads and Associate/Assistant Deans

1. The evaluation committee shall consist of:
   1. At least three members of the faculty of the department/college as required by Policy 327, but as broadly representative of the various ranks, subdisciplines, gender, etc. as possible.
   2. A current or recently retired chair/head of an outside department, ideally but not necessarily one in the college.
   3. A representative of the departmental staff.
   4. Where applicable a representative of the undergraduate majors and of the graduate majors in the department.
   5. In small departments with few or no tenured faculty, one or more additional external faculty members.
2. As noted in Policy 327, this *ad hoc* committee will propose a written evaluation form based upon the chair's formal job description, statement of goals and accomplishments, and a statement of self-assessment. However, the *ad hoc* committee, after examining the annual faculty/staff evaluations of the chair/head for the period under review, may conclude that no additional input from faculty is required. If the individual being reviewed agrees, then the committee may opt not to seek additional input from the faculty/staff.