

## **CAS Evaluation of Academic Administrators**

The College of Arts and Sciences will adhere to [NDSU Policy 327](#) when conducting comprehensive reviews of unit Heads and Chairs, hereby referred to as administrators.

The Dean or designee will notify the administrator of the pending comprehensive review which will begin at the start of the spring semester and conclude prior to finals week. During the year of review, the comprehensive review will serve as the annual review.

The Dean or designee will appoint a committee to conduct the review and will provide facilitation and assistance to the review committee throughout the process. Committee makeup will be representative of the stakeholder groups that interact with the administrator. The committee will be chaired by a neutral CAS Head/Chair outside of the unit. The Dean or designee will present the committee with its charge.

The committee will review the following materials:

- Position description
- Annual evaluations since last comprehensive review *or* a statement of context that aligns with the administrator's position description.

Administrators under review may choose to submit annual reviews as well as a statement of context.

The review committee will gather key findings through a comprehensive input process. The committee is expected to solicit input from a range of stakeholders that interact directly with the administrator under review, including peers, direct reports, external sources, and other groups that can validly evaluate attainment of administrative goals. Input is not to be solicited from undergraduate or graduate students.

The committee is expected to collect input through (1) a survey to stakeholders and (2) an interview with the administrator under review. Committees must use the standardized College of Arts & Sciences survey and interview questions to provide an equitable baseline for administrators under review. The committee is encouraged to add questions specific to the administrator's job description.

Review of an academic administrator is a confidential process, and the committee is expected to maintain confidentiality in all aspects of its work.

The committee will prepare a report on the performance of the academic administrator based on the information gathered during the process. The report will be provided to the Dean by the Chair of the review committee. The Dean will complete a final report and communicate the results to the administrator orally and in writing and provide any follow-up guidance for continual improvement.