**Proposition:** 12-06/07 Amended  
**Sponsors:** Creider, Library; Bosman, Library  
**Proposed Committee:** University Affairs  
**Assigned Committee:** University Affairs  
**Title:** Revision of Review Schedule for Academic Department Heads and Community College equivalents

**Proposal:**

Revise the current section 5.06.30 of the Policy Manual by replacing the current first paragraph with the proposed wording in the right hand column.

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<td><strong>5.06.30 Administrative Review of Department Heads or Branch Campus Equivalent and Branch Campus Division Deans or Heads</strong></td>
<td>Department heads or equivalent and community college division deans or division heads will be reviewed by the appropriate supervisor within six months of the third anniversary of their first appointment to the position, and at least every five years thereafter, under the criteria prepared by their appropriate supervisor.</td>
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Department heads or equivalent and branch campus division deans or division heads are reviewed by their respective supervisor no later than within six months of the second anniversary of their first appointment to the position and at least every three years thereafter, under the criteria prepared by their appropriate supervisor.

Reviews may be conducted at a shorter interval, at the discretion of the appropriate supervisor. In exceptional circumstances, faculty or staff may petition the appropriate supervisor to conduct an administrative review outside of the normal review cycle.

Prior to each review, the appropriate supervisor will request a written evaluation of the individual being reviewed from each faculty and staff member in the unit and obtain any other pertinent input from relevant constituencies (either on campus or off campus).

The appropriate supervisor will do the following:

1. evaluate the information
2. create a summary
3. conduct an evaluation session with the individual being evaluated
(4) share the summary with the relevant faculty and staff
(5) transmit a summary to the executive vice president and provost or branch campus executive officer

**Rationale:**

These changes would make the review cycle for department heads and community college campus division deans or division heads the same as for all other groups subject to administrative reviews.

In practice the review cycle of 6 months after 2 years and every three years thereafter results in reviewing performance in too short a timeframe (2 years) and reviewing performance in too short a cycle (every 3 years). The completion of such reviews takes approximately 6 months. For large colleges with many departments the current time schedule is burdensome because of the labor intensity of the process and the burden placed on the college and on IRPOA.

When the Administrative review process was amended in 2004, the bill was amended in committee from the schedule of 3 years and every 5 years thereafter to what is currently in the Policy Manual. The reason given for the amendment was that department heads are in closer and more frequent contact with faculty. In addition to the difficulties mentioned above, department heads receive the same annual performance review as other faculty, staff and administrators. Further, a department head’s superior may conduct an administrative review at shorter intervals upon the petition of faculty or staff or at the superior’s discretion.

The proposal was approved unanimously by the Academic Dean’s Council on 1/04/07