

Annual Review Procedures for COE Dean, Associate Deans, and Assistant Deans

Rationale

1. In accordance to the College of Education Constitution (Article III, Section 1), “*The Dean shall be responsible to the President for the administration of the College and shall be the agent of the faculty for the execution of educational policy. The service of the Dean shall be reviewed annually by the faculty.*”
2. The FPC shall also conduct reviews of Associate and Assistant Deans of the COE at least every two years using the procedures described herein.
3. The annual review provides a formal, systematic process for faculty to provide input to the Dean, Associate Deans, and Assistant Deans on activities, performance, and goals; the vast majority of which bear directly on the faculty.
4. The annual review provides a structured mechanism for feedback and advice for the improvement of the College of Education administration and for the maintenance of superior administrative performance.
5. The annual review encourages both the administration generally and the individual administrator to set appropriate goals and to assess one’s success in reaching those goals.

Procedures for Annual Review of the COE Deans:

1. The annual review of the COE Dean will be conducted in the spring semester of each academic year. Reviews of Associate and Assistant Deans will be conducted every other year, also during the spring semester.
2. Early in the spring semester, the Chair of Faculty Policy Council will designate a group to serve as the Annual Review Committee. Groups that have conducted this review in the past are the Long Range Planning Committee or an ad hoc committee consisting of three FPC members.
3. The Annual Review Committee, with input from FPC, will develop a survey to solicit faculty input regarding critical roles and responsibilities of the Dean, Associate Dean, and/or Assistant Dean.
4. The Dean, Associate Dean, and/or Assistant Dean will have the opportunity to develop a brief statement that provides a summary of activities, accomplishments, annual goals, and future directions.
5. A copy of the survey, along with the Deans’ statements (if available), will be disseminated electronically to all tenured, tenure accruing, and non-tenure track faculty in the College of Education.
6. A response period of two weeks (10 business/work days) will be established for faculty to complete the survey.
7. Survey responses will be analyzed by the Annual Review Committee. An official written report that summarizes the quantitative results and includes faculty comments will be completed.
8. The Chair of the Annual Review Committee and the Chair and Secretary of the FPC will meet with the Dean, Associate Dean, or Assistant Dean to discuss the qualitative and quantitative results of the review and share an official copy of the report.
9. A paper copy of a summary of the quantitative data from the report will be made available in each College of Education school for faculty review.



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