MEMORANDUM

TO: Elizabeth J. Stroble  
Sr. Vice President, Provost and C.O.O.

FROM: James M. Lynn, Interim Dean  
College of Health Sciences and Human Services

RE: Director Review Guidelines

The attached director review guidelines have been approved by the faculty of the School of Family and Consumer Sciences on \(2-11-09\). I have approved the attached guidelines.

Signature: ___________________________  
Faculty Representative  
Date: 2-11-09

Signature: ___________________________  
Dean  
Date: 2-12-09

Signature: ___________________________  
Senior Vice President, Provost, and Chief Operating Officer  
Date: 2-14-09
Purpose of the Review
During the final full year of the school director’s term of appointment, s/he may wish to be considered for an additional term. The director shall be subject to a formal performance evaluation by the dean and the faculty. The evaluation committee shall report a recommendation to the dean after conferral with the bargaining unit faculty by a process described below.

Procedures
As specified in the Contract (Article 10, Section 5), during the final year of the school director’s term of appointment, directors who wish to be considered for an additional term shall be subject to a formal performance review of the preceding term. The review shall include:

1. An evaluation of the director’s performance shall be conducted by a committee of four members of the bargaining unit of the department: two elected by the bargaining unit members, one appointed by the dean, and one appointed by the provost.

2. The committee shall have been formed and convened for its first meeting no later than the end of the Fall semester of the review year (the final full year of the director’s term of service). The committee’s report shall be forwarded to the director and the dean no later than March 1 of the review year.

3. The review shall be conducted according to the process set forth in these guidelines, approved by the dean and the provost.

4. The performance of the director shall be evaluated by evidence of administrative leadership and competence. The School will use the School Director Review Form. The committee shall invite all full-time employees of the school to provide input via the Review Form, and may, at its discretion, invite such input from part-time faculty members.

5. This process shall include the opportunity for individual bargaining unit members to make an anonymous (to the extent permitted by law) written qualitative and summary evaluation of the director. The committee’s report shall include a summary of the individual members’ evaluations.
6. The review process shall include the opportunity for the school director to submit a self-evaluation of her/his performance. The director’s self-evaluation will be made available to anyone who is asked to complete the Review Form. The director shall make his/her current Vita available for review by those asked to complete the Review Form.

7. The committee shall report its recommendations to the dean after conferring with the bargaining unit members.

A copy of the committee’s report shall be sent to the director when the report is sent to the dean.
In this document, the College of Health Sciences and Human Services is focusing on evaluating the Director of the School of Family and Consumer Sciences. The evaluation form is divided into sections: School Goals and Planning, Administration/Management, Communication and Human Relations, and Academic Standards. Each section contains criteria listed in tables with adjacent choices for rating: No Opinion, Satisfactory, Unsatisfactory, or Excellent. The form encourages comments to provide additional feedback.