**Administrative Review of Associate Deans**

**College of Fine Arts**

College of Fine Arts Associate Deans will be reviewed every three years. Reviews will take place in the spring semester. The goal of this evaluation is to assess the Associate Dean’s performance of administrative duties, teaching, and scholarship/creative activity. This evaluation is acceptable as Post-Tenure Review, as appropriate.

Associate Deans will provide the following, to be submitted electronically on a Box folder created by the Dean’s Office, by the first Monday in March:

* A written statement assessing their accomplishments in administration, teaching, and research/creative activity
* Annual Reports for the 3 years under review
* Goal statement submitted with the previous administrative review (if applicable)
* Current goal statement for the next 3 years
* Any additional information they consider relevant

As a part of the evaluation process, full-time faculty and staff will be provided the Associate Dean’s written statement and goal statement. Faculty and staff will then be asked to complete a survey that assesses the Associate Dean’s performance. These surveys are anonymous. Surveys must be completed by the third Monday in March.

Survey results will be shared with the Dean. The Dean will assess the Associate Dean’s accomplishments based on the survey results and the assessment materials provided by the unit head. Based on these assessments, the Dean will write an evaluation of the Associate Dean’s performance. This may also provide constructive suggestions about ways to improve performance.

By the second Monday in April, the Dean will have provided the review letter to the Associate Dean, who may choose to write a letter in response. The Dean will report back to the faculty and staff the general results of the assessment (preserving anonymity) after the process is complete. This report is to include a decision to re-appoint.

Approved by the College Advisory Committee 1/29/2021