**Administrative Review of Chairs and Directors**

**College of Fine Arts**

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

Chairs and Directors 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 within each unit will be provided the unit head’s written statement and goal statement. Faculty and staff will then be asked to complete a survey that assesses the unit head’s performance. These surveys are anonymous. Surveys must be completed by the third Monday in March.

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

By the second Monday in April, the Departmental Advisory Committee will have provided the review letter to the unit head, who may choose to write a letter in response. These letters will be provided to the Dean. 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.