APPENDIX

FACULTY ADVISORY BOARD (ADMINISTRATION)
PROCEDURES
FOR REVIEW OF SENIOR ARTS, SCIENCES and
ENGINEERING ACADEMIC ADMINISTRATORS

Revised December 2013

The regular review of senior Arts, Sciences, and Engineering academic administrators was initiated by a vote of the faculty on November 14, 1994. It was approved by a vote of the faculty, and agreed on by the administration, that the following positions should be reviewed:

- Dean of Arts and Science
- Dean of Engineering
- Deans of Academic Affairs for A&S
  (Formerly Associate Deans of Arts and Science)
- Dean of the Graduate School of Arts and Sciences

It is proposed that each position be reviewed in the penultimate year of appointment to that position or five years, whichever comes first. The possibility of an accelerated review can occur upon majority vote of faculty at an Arts, Sciences and Engineering meeting. If the faculty votes for such an accelerated review, it shall take the form of a motion which will be on the agenda of the next Arts, Sciences and Engineering Faculty Meeting.

The steps in this review process are outlined below:

The Faculty Advisory Board (FAB) selects, in consultation with the Provost or supervising Dean, the academic administrator to be reviewed. This should occur in the academic year prior to the review.

FAB prepares a questionnaire and letters designed to solicit a broad range of appropriate information about the academic administrator to be reviewed. Consultation and review of these questions with the Provost or supervising Dean is highly suggested.

The letter and any associated material is discussed with the administrator to be reviewed and he/she is consulted about which respondents should receive letters beyond those outlined below.

The administrator to be reviewed is asked to write a short personal statement of goals and accomplishments during the period to be reviewed.

This material (letter, questionnaire, personal statement) is then sent to the following groups of individuals (email is acceptable). Strict confidentiality is insured to all participants.
o All full-time faculty members of Arts & Sciences and Engineering. Part-time faculty can be included as necessary

o Current and former chairs of academic departments within the span of control of the administrator and, where appropriate, to directors of centers which interact with the administrator. These letters should reflect, in part, departmental discussions of the academic administrator.

o Chairs of faculty committees which interact closely with the administrator under review. If appropriate, it is also prepared for former chairs of those committees, with the variation that the letter is submitted on behalf of the former chairperson rather than the committee.

o Appropriate administrative staff who currently or formerly reported to the administrator under review.

o The Secretary of Faculty coordinates the request for comments and stores all information in a confidential and secure location.

Based on this information, FAB prepares a summary report after thoroughly reviewing and discussing all material. This report should protect the individual and departmental confidentiality.

This summary report and the individual reviews are then forwarded to the Provost and any appropriate supervising Dean. It is the responsibility of the appropriate supervisor to present the final summary to the administrator under review.

FAB presents a summary of the review process to a meeting of the Faculty of Arts, Sciences and Engineering.

Once the review is completed all confidential letters are shredded by the Secretary of Faculty. The final report is retained only by the Provost, appropriate supervising Dean and the Secretary of the Faculty.