

**Indiana University East  
Faculty Senate 2008/09  
Faculty Affairs Committee**

**Bylaws revisions: Review of School Deans 2-19-09**

**[Revisions are indicated with strikethroughs and boldface type within square brackets.]**

5. Faculty Affairs Committee:

This shall be concerned with the Academic Handbook and general welfare, working conditions, and professional development. The Faculty Affairs Committee shall have oversight responsibility for the systematic faculty review of the **[Executive]** Vice Chancellor for Academic Affairs and ~~Division Chairs and~~ **[School]** Deans. [Passed: 11/2/99]

Review of ~~Division Chairs and~~ **[School]** Deans - Procedures

How Frequently Should Review Be Completed?

A review will be completed at least once every ~~two~~ **[three]** years. ~~Division chairs and/or~~ **[D]**eans will also have the opportunity to request annual reviews to aid in their preparation for promotion and tenure or to receive feedback on ~~divisional~~ **[School]** operations. At the first Faculty Senate meeting of the academic year, the **[Executive]** Vice Chancellor for Academic Affairs will report the names of each ~~division chair or~~ **[D]**ean that will be reviewed during that year.

Who Should Participate?

All full-time ~~divisional~~ **[School]** personnel reporting to the ~~Division Chairs and~~ Deans should participate in the evaluation. **[Part-time staff who report to the Deans also participate, using the same evaluation instrument.]** If adjunct **[faculty]** and other part-time personnel are included in the ~~Division Chairs and~~ **[Deans']** evaluation a separate and appropriate instrument must be developed for that purpose.

How Should the Evaluation Process be Administered?

The **[Executive]** Vice Chancellor of Academic Affairs will notify the ~~Division Chairs and~~ Deans of the pending evaluation and will designate his/her choice of one of two peer evaluation facilitators **[(peer reviewers)]**, the other to be chosen by the ~~Division Chairs and~~ Deans to be evaluated. The peer ~~evaluators~~ **[reviewers]** should provide a copy of the Faculty Affairs approved instrument to each full-time faculty member and staff with a deadline for returning the instrument. ~~Upon completion by faculty and staff, they should hand deliver their completed instrument to the peer evaluator for tabulation.~~ **[Upon completion,**

**faculty and staff should deliver their completed instrument to the peer reviewers (or an appointed designee) for tabulation.]**

**[The original copies of the Faculty Affairs approved instrument shall be destroyed by the peer reviewers upon the successful completion of the peer review process.]**

What Should the Tabulated Results Include?

The tabulated results will normally include a frequency distribution and the median rating for each scale item and a verbatim listing of comments[. **The peer reviewers will keep the tabulated results and verbatim listing of comments in a secure location until the successful completion of the peer review process, at which time they will be destroyed by the peer reviewers.]** ~~edited by the peer evaluator to preserve anonymity as necessary.~~ ~~Division Chairs and Deans~~ may request additional information as they see necessary.

Who Should Receive the Summary of Tabulated Results?

A report, which consists of a written summary of the tabulated numerical results and a synthesis of the written comments, produced by the review and compiled by the peer reviewers, will be presented to the academic ~~division head~~ **[School Dean]**. The person being reviewed will be allowed ~~seven (7)~~ **[fourteen (14)]** days to provide an optional response to this report. **[In the meantime,]** ~~The~~ [the] report and **[subsequently]** the ~~division chair or [D]ean's~~ response (should she or he elect to provide one) will be sent to the Chancellor and **[Executive]** Vice Chancellor for Academic Affairs. Peer reviewers will call a meeting of the ~~Division Chairs or Dean's division~~ **[School]**. At that ~~division~~ **[School]** meeting, with the ~~chair or [D]ean~~ absent, peer reviewers will present an oral report, which summarizes the ratings and synthesis of written comments produced by the review. **[The Executive Vice Chancellor for Academic Affairs will subsequently meet with the School in order to discuss the report. The EVCAA will meet with the Dean in order to discuss the report and the Dean's optional response (if applicable). The discussion will include how the report will affect the EVCAA's annual evaluation of the Dean.]** In producing their report, peer reviewers will attempt to communicate the essence of the written comments. However, exact wording of the comments will not be included in the synthesis. The summary of tabulated numerical ratings will indicate areas in which the ~~division chair or [D]ean's~~ performance was perceived unsatisfactory and those areas where the activity is perceived to be satisfactory. [Passed: 11/19/96, 11/2/99]