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Guidelines for Summative Administrator Reviews

March 2023

The School of Education (SoE) policy council has established the timeline and requirements for administrator reviews (policy #). These guidelines are meant to provide consistency in these reviews across administrators.

Questions to be answered by the review:

* Does the administrator carry out the duties of the position?
* Level of effectiveness as a communicator?
* Level of effectiveness as a manager?
* Level of effectiveness in creating relationships within and outside the unit?

Data sources that should be included to answer the questions in the review:

* Brief reflective statement from administrator about accomplishments, priorities, and potential areas for improvement and how they relate to the goals of the position.
* Anonymous survey to stakeholders (e.g. faculty and staff) reporting to the position. Suggested items using a 4-point scale (4 = Very Much, 3 = Quite a Bit; 2 = Some; 1 = Very Little) are as follows:
	+ Provides information and support to do my job.
	+ Encourages relationships within the unit.
	+ Uses effective communication with the members of the unit.
	+ Exercises effective management within the unit.
	+ Is responsive to requests.
	+ Open ended feedback box titled Additional Comments or Explanations.
* Interviews with selected key stakeholders (e.g. other department chairs or program coordinators) to obtain feedback about the work done by the administrator.
* Student feedback to be gathered, depending on the position.

Report:

The report prepared by the administrator review committee should provide information that responds to the questions listed previously. The report should be provided to the Dean, Agenda Committee of Policy Council, and the administrator under review. It is expected that the review committee will meet with the administrator to discuss and answer any questions about the report. The administrator can submit a written response to the report if desired.