

IU Bloomington Review Procedures for School of Education Academic Administrators

Procedures

1. Administrative officers holding positions bearing directly on the teaching/research mission of Indiana University School of Education shall have their performance and that of their offices evaluated regularly by a process referred to as a Review. Review shall apply to the following academic officers/offices reporting to the Dean of the School of Education.
 - A. Associate Deans
 - B. Department Chairs
2. The review shall be conducted at the end of the third year in office and at recurring intervals of four years thereafter.
3. Early in the spring semester of each academic year, The Dean of the School of Education shall provide the Policy Council with a list of all administrative officers subject to Review the following year. He or she shall have responsibility for selecting the membership of the Review Committees, according to the following provisions:
 - A. The majority of the members of their Review Committees shall have direct knowledge of the responsibilities of the administrator to be reviewed.
 - B. The Policy Council's Agenda Committee shall submit a list of prospective Review Committee members to the Dean. At least one member of the committee should be from outside the unit of the administrator under review.
 - C. The list shall contain approximately one-third more names than requested by the Dean, so as to provide him or her some choice in appointments to the committee.
 - D. In addition to receiving nominations for the Review Committee for the Agenda Committee, the Dean shall solicit nominations from appropriate representative student groups as well as nominations drawn from other appropriate constituencies.
 - E. Before being made final, the composition of the Review Committee shall be submitted by the Dean to the Agenda Committee for discussion.
 - F. The Dean shall appoint the chair.
4. The Dean shall make his or her requests for the creation of Review Committees simultaneously with the announcement of the officials to be reviewed in order to allow at least one semester for completion of the Review process.
5. The Dean and the Secretary of the Policy Council shall convene the Review Committee. The Dean shall provide the Review Committee with a description of the duties and responsibilities of the administrator under Review, as well as arranging for reasonable and adequate staff and financial support for the activities of the Review Committee. The Review Committee shall have latitude in establishing its own

procedures, provided that it responds with data to the following questions *as a minimum*:

- A. To what extent does the administrator facilitate the achievement of school, department, program, and individual faculty goals?
 - B. How effectively does the administrator represent and promote the unit to persons within and outside the unit?
 - C. How effectively does the administrator relate to the faculty, students, and staff?
6. Prior to submitting its findings to the Dean, the Review Committee shall:
- A. Provide the reviewed official with a copy of the report, and
 - B. Meet (not less than three days later) with the official being reviewed to discuss its findings with him or her and to solicit reactions.
7. Copies of the reports of the Reviews shall be conveyed to the Agenda Committee of the Policy Council.