

Dean's Fifth-Year Review Procedures

For at least two decades, SUNY Potsdam deans have undergone periodic reviews soliciting feedback from faculty and staff in their schools, as a supplement to the annual evaluation process for professional employees mandated by the SUNY Board of Trustees. However, there was no explicit statement of policy or written documentation of those procedures. This policy statement describes and formalizes these procedures.

In the fifth year of service, feedback will be solicited from faculty members regarding the dean's activities and effectiveness.

- Using the dean's position description and performance programs, the dean will work with the Provost to develop a survey instrument that explains each element of the position or program and asks faculty members their opinions of the dean's effectiveness.
 - The dean will consult with faculty members or a faculty committee on the construction of the survey, as well.
 - The survey should contain both quantitative questions and opportunity for written comments.
 - Dean assessment surveys used recently will serve as models for a standard format that is under development, on which some items will be standard for all deans and others may be added tailored to the needs of the school or periodic circumstances.
- The survey will be administered to all employees of the school by the Office of Institutional Effectiveness in such a way that responses are anonymous.
- IE will prepare summary statistics and make the data available to the dean to analyze further, including numerical responses and written comments.
- The dean will prepare a summary of the findings from the review, a narrative reflecting on conclusions to be drawn, and a description of activities to be undertaken to respond to issues revealed by the surveys.
- This, along with the data and statistical reports, will be submitted to the Provost for the dean's next annual Performance Review. (The President may also review these materials.)
- In response to the findings from the review, the dean will report to the faculty of the school about plans to address issues that were identified.

