TO: Executive Committee  
Mewbourne College of Earth and Energy

FROM: Mike Stice  
Dean

RE: Annual and Five Year Comprehensive Evaluation of Dean

Evaluation Procedures and Criteria

The faculty of each College in cooperation with the Senior Vice President and Provost shall develop written procedures and criteria for the annual and comprehensive evaluation of the College Dean. Evaluation procedures should provide the opportunity for input into the evaluation from the faculty, Chairs/Directors, Staff, Students, and appropriate external constituencies of the College.

The MCEE Executive Subcommittee is responsible for evaluating the performance of the Dean and submitting the appropriate materials to the Provost Office annually along with a comprehensive review every five years.

Annual Evaluation

Each year the Executive Committee will assist in the annual evaluation of the Dean conducted by the Senior Vice President and Provost. A subcommittee will consist of one member from each area of the College and a student member. The Dean shall be evaluated on the following criteria:

- Leadership
  - Provides for the development of clearly-stated goals and objectives for the College.
  - Communicates College goals and objectives to all personnel.
  - Reaches out and influences constituencies beyond own College.
  - Sets high expectations for her/himself and others.
  - Strives to enable others to achieve their best.
  - Searches for and presents opportunities for improving teaching, research and service.

- Administration
  - Displays an ability to plan, organize, establish priorities, and make decisions.
  - Allocates resources prudently.
  - Maintains open lines of communication.
  - Involves appropriate persons in decision-making process.
  - Handles conflict resolution in fair and consistent manner.
• Faculty Relations
  o Communicates college goals and objectives to faculty.
  o Promotes excellence in teaching.
  o Promotes faculty research and other scholarly activity.
  o Provides support for faculty professional development.
  o Creates and maintains an environment for open exchange of ideas.

• External Relations
  o Serves as an effective liaison with the local and regional community.
  o Encourages and promotes efforts to increase internal support.
  o Establishes and maintains a coordinated external fundraising plan.
  o Supports University’s efforts in student recruitment

Five Year Comprehensive Evaluation

The faculty of the College will participate in a comprehensive evaluation of the Dean’s performance at least once every five years. Methods of collecting relevant information from faculty will be established by the Executive Committee during the year preceding the evaluation.

These include:

• The Summary Report of Annual Faculty Evaluation as stated above.

• A separate narrative evaluation of the effectiveness of the Dean as an administrator and leader. Prior to preparing the evaluation, the Subcommittee should solicit input from the entire faculty and staff of the unit and then summarize their comments as part of the narrative evaluation. The original documentation gathered from the faculty and staff should not be shared directly with the Dean, but it should be attached to the evaluation materials submitted to the Provost’s Office. In addition, faculty and staff may send letters regarding the Dean’s performance directly to the Provost, where they will be reviewed and held in confidence. Although the College may use any mechanism to conduct the evaluation of the Dean, the MCEE Subcommittee narrative evaluation should address at least the following items:

  o Overall leadership, including strategic planning and success in achieving College goals.
  o The day-to-day administration of the College (e.g., following policy, managing finances, meeting deadlines supervising staff, effective use of space).
  o Relationships between the department and external constituencies (other departments, the Dean’s office, VPR, Provost, alumni, donors, etc.).
  o Efforts to promote the mission, vision, accomplishments, and goals of the College.
  o Success in maintaining a supportive climate for faculty, staff, and students.
  o Effectiveness in providing transparency regarding access to College information, participation in University governance, finances, and input into College decision making.

The closing paragraph of the narrative should be an explicit recommendation from the Executive Committee regarding the continued appointment of the Dean. Both the annual evaluation form and the narrative evaluation must be given to the Dean before final versions are forwarded to the Provost’s Office.
Dean Self Evaluation

In anticipation of the annual meeting with the Provost to discuss their performance, Deans are required to send the following information to the Provost:

- A list of goals worked on during the past year
- A brief summary of the progress made toward accomplishing those goals
- A list of goals to work on for the coming year

For the purposes of this exercise, goals may include both administrative and College goals, as well as professional goals. This need not be a lengthy document. It should simply provide sufficient information so the Provost can understand each Dean’s goals and evaluate their progress toward accomplishing them. The meeting with the Provost will be scheduled in January, after the meeting with the Subcommittee.