

Appointment and Evaluation of Academic Deans

The Dean of an academic college/school is the chief administrator with delegated responsibility for the leadership of the academic unit. The duties of each Dean are specified in detail in the position description. Deans are expected to have excellent credentials when hired.

I. Appointment

- A. The Provost and Executive Vice President for Academic Affairs and the Executive Vice President for Health Sciences are responsible for all aspects of the search process and ensure that it is carried out as specified by university policy.
 1. Appointments with tenure will follow the process described in the policy on Initial Appointment of Teaching and Research Faculty, section 11.D.
 2. The curriculum vitae and other relevant documents for each candidate must be available to the college/school and University community before the interview.
 3. Deans are appointed without any term limit expectation. In addition to the annual performance evaluation, a regularly scheduled review involving faculty input will be conducted every three years.
 4. Deans serve at the pleasure of the Provost and Executive Vice President for Academic Affairs or the Executive Vice President for Health Sciences, as appropriate, and do not receive tenure in the administrative position.

II. Evaluation

- A. Deans are evaluated annually during the spring semester for improvement, potential, and merit consideration by the Provost and Executive Vice President for Academic Affairs or the Executive Vice President for Health Sciences, as appropriate. The evaluation process is as follows:
 1. The Dean prepares and submits a report of college/school achievements and personal professional growth to the Provost and Executive Vice President for Academic Affairs or the Executive Vice President for Health Sciences, as appropriate.
 2. College/school chairs submit performance appraisals of the Dean of their college/school to the Provost and Executive Vice President for Academic Affairs or the Executive Vice President for Health Sciences, as appropriate. Confidentiality and anonymity will be maintained.
- B. Criteria for the performance appraisal shall be both generic and specific. Specific criteria refer to the college, and generic criteria are common to all Deans.
- C. The appropriate Executive Vice President will inform the Dean of the results of the appraisals and suggestions for continuous improvement.

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Discussed with IMO - they agree
Completed AALT review
Ready for Faculty Senate Review

We understand that "academic deans" includes the Dean of the Honors College, the Dean of the Graduate School, and the Dean of the Library. Therefore we removed the sentence stating that candidates should have the credentials for tenure and full professor in I.A.1

In general, candidates should have credentials that meet the requirements of the job as specified in the job description.

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D. The evaluation results and the Dean's reply (if any) will be made available to the President by request but otherwise retained in confidence by the appropriate Executive Vice President.

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The President may share the evaluation results with the Board of Visitors if necessary.

III. Review Procedures

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A. The third-year review process is conducted by the Provost and Executive Vice President for Academic Affairs or the Executive Vice President for Health Sciences, as appropriate, who notifies the faculty that the dean is being considered for review.

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B. Input from all full-time faculty and faculty administrators in the relevant college/school will be solicited by the Executive Vice President using a survey that also provides for written comment. Confidentiality and anonymity will be maintained.

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C. The Executive Vice President will consider the results of the Dean's annual evaluations, progress in attaining goals, and faculty input. Faculty in the college/school will receive a summary report from the Executive Vice President.

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IV. Associate and Assistant Academic Deans

A. These positions are staff appointments by the Dean of the college/school. Associate Deans are usually selected from tenured faculty in the college/school.

B. Associate and/or Assistant Deans do not hold tenure in the administrative position.

C. The Dean shall provide Associate and/or Assistant deans with a job description that will form the basis for annual evaluations by the Dean.

D. For all appointments, the Dean shall be responsible for initiating the search, forming the search committee, providing a written job description, inviting interested internal faculty to apply, and following established University policies and procedures.

All Associate and/or Assistant Deans are evaluated annually in the spring semester by the Dean for continuance and merit. Annual evaluations of teaching, research, and service should include input from the department chair in the department in which the Associate and/or Assistant Dean holds a faculty appointment unless the Associate and/or Assistant Dean is a full-time administrator. Collaborative goals are set for the subsequent year after the evaluation is completed.

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1. The criteria for evaluation must be specific to the job description.

2. The Associate and/or Assistant Dean will submit a report of yearly achievements and progress toward the previous year's goals to the Dean.

3. The Dean will use the report and other relevant data to provide an evaluation. The evaluation will be provided to the Associate and/or Assistant Dean through a performance appraisal letter.

E. A reappointment process shall be conducted by the Dean every three years and shall include the results of annual evaluations and a survey to provide for faculty input. The Associate and/or Assistant Dean, the faculty, and the Executive Vice President will be notified of the decision to reappoint or to not reappoint.

- Approved by the President
February 27, 1990
Revised February 27, 2007
Revised December 16, 2014
Reviewed; No Changes Proposed April 20, 2022

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