

Evaluation of Administrators

Any information received during the evaluation process that relates to the terms and conditions of employment of CBU members will be shared with Jazmyn Barrow, Lead Negotiator for the University.

The evaluation process detailed below will be used for both third-year formative reviews and fifth-year reviews. A positive fifth-year review may be used to support reappointment to a subsequent term.

Deans

STEP ONE: Gathering Data

- The Dean's constituents will be invited to provide evaluative feedback verbally during listening sessions conducted by the Provost and Review Committee.
- Three, two-hour listening sessions, with at least one of those sessions conducted remotely, will be held for each Dean under evaluation. If more time is needed, additional sessions can be scheduled.
- The Review Committee will be appointed by the Provost, and will be comprised of three Academic Administrators and one member of the PEC. For university-level deans, membership will reflect a university constituency.

STEP TWO: Assessing Data

- The Review Committee will draft a written report for the Provost using the information gathered in the listening sessions. Any personal notes taken during the listening sessions may be discussed but will not be shared amongst the Provost and Review Committee.
- Faculty/staff anonymity will be preserved.
- The Provost will review and revise the Review Committee Report and circulate those revisions, if any, to the Committee for their feedback.

STEP THREE: Review with Dean

The Provost will provide the final Report, and discuss feedback from the listening sessions as well as their individual assessment of the Dean's performance, with the Dean while preserving the anonymity of the faculty and staff.

STEP FOUR: Send Communication to the Relevant Community

The Provost will prepare a brief summary of the Review Committee Report and information gleaned from the evaluation process and will share the summary with the relevant community (Division, University etc).

The Dean's process, above, will serve as a model for divisional evaluations of Chairs, Associate Deans, and other administrators' third- and fifth-year evaluations.

Department Chairs

For Department Chairs in Academic Affairs, the divisional Review Committee will consist of 3-4 members of administration from the Dean's Executive Committee appointed by the Dean. Verbal comments shared through listening sessions with each Chairs' constituency will be used as information for a report that is written by the divisional Review Committee in concert with the Dean. The Dean will share this report with the Chair/Director and provide a summary to the Chair's constituency.

Associate Deans

For Associate Deans, the Review Committee, appointed by the Dean, will consist of 2 Associate Deans from other divisions and an outside Department Chair/Director. Data shall be gathered in a way similar to the process outlined above and a report shall be written by the Review Committee in concert with the Dean. The Dean will share this report with the Associate Dean and provide a summary to the AD's constituency.

Effective March 1, 2024