



## Provost's Cabinet Members Biennial Evaluation Process

### The Process

1. The on-line evaluation of Provost's Cabinet members will be administered by the Office of Institutional Analysis in mid-March of each year. Survey data will be collected on a private server in the Office of Institutional Analysis. Multiple responses from one individual will be blocked, and all information that might identify individual respondents will be kept strictly confidential and disassociated from survey responses prior to data analysis. Data will be collected separately for each of the Provost's Cabinet members and forwarded to the Provost.

Logical "evaluation constituencies" will be defined for each Provost's Cabinet member, dependent on his/her roles. Annually, approximately one half of the college and Library deans will be evaluated by their tenured, tenure track and affiliate faculty (including faculty who are jointly appointed), AP and COT staff, and other Provost's Cabinet members. Annually, approximately one half of the other Provost's Cabinet members (deans, vice provosts, and assistant or associate vice presidents) who oversee a unit other than a college or are responsible for a Divisional initiative will be evaluated by those faculty, AP and COT staff, and other Provost's Cabinet members with whom they regularly work.

2. Each summer Provost's Cabinet members will distribute three to five stated measurable, strategic objectives for his/her unit for the academic year, related to or growing out of the Academic Affairs Division's priorities and the university's Strategic Plan. The Objectives will be shared with appropriate faculty and staff from the unit for feedback and vetted by the Provost for their appropriateness and likelihood of being objectively assessed. Once finalized, the objectives will be electronically communicated to the unit's evaluation constituency and members of Provost's Cabinet.
3. Not later than the first week of March, each Provost's Cabinet member will release his/ her "Activity Report" to his/her evaluation constituency for that year.
4. The on-line survey will be conducted each March for those Provost's Cabinet members to be evaluated that year. The survey will have two parts. The first part will list the Provost's Cabinet member's three to five stated unit or initiative objectives for each of the past two years and ask respondents to measure the progress on those objectives to date. The second part will ask the respondents to rate the Provost's Cabinet member against statements such as, "emphasizes scholarly excellence appropriately," "maintains positive and productive relationships within the unit," "actively promotes an environment for excellence," "consults the faculty adequately before making important decisions," "fosters a fair and rigorous promotion and tenure process" or others that are specific to the unit or initiative. (Each Provost's Cabinet member will prepare a set of 4-5 such statements in consultation with the Provost.)
5. Data and comments from the surveys will be forwarded to the Provost for review. In early May, Provost's Cabinet members who were reviewed will meet with the Provost to discuss the results of the online evaluation as well as other relevant information concerning their performance.

6. Following the meeting, the Provost will communicate to the appropriate evaluation constituency an overall sense of the Provost's Cabinet member's performance.
7. A compendious evaluation of each Provost's Cabinet member will be conducted by the Provost at the end of the fourth year. (These evaluations will be staggered so that there will be no more than six in any given year.) The compendious evaluation will use multiple measures and require a portfolio and detailed narrative from the Provost's Cabinet member.
8. A series of positive annual appraisals plus a positive compendious evaluation would result in the Provost issuing an affirmation of the work of the Provost's Cabinet member. The process continues the following year with distribution of the objectives, evaluations every two years, and a compendious review at the end of the fourth year.

---

**Guidelines for the Provost's Cabinet Members Evaluation Process were established in June 2009 (revised 2011, January 2012, February 2013).**