



Provost's Cabinet Members Compendious (Fourth-Year) Review Process

Background

“A compendious [360 degree] evaluation of each Provost's Cabinet member will be conducted by the Provost at the end of the fourth year. The compendious evaluation will use multiple measures and require a portfolio and detailed narrative from the Provost's Cabinet member.”
(Provost's Cabinet Members Biennial Evaluation Process)

The compendious [360 degree] evaluation will occur in mid-March, simultaneous with the Provost's Cabinet member review. The review by the “new constituencies” does not replace the Provost's Cabinet member evaluation but is undertaken to provide *additional* information to the Provost.

I. Evaluation Constituencies

By March 1, those Provost's Cabinet members who are scheduled for a compendious review will propose for the Provost's review a sufficient number and appropriate variety of “evaluation constituencies.” Members will select constituencies who are familiar with the work undertaken by the members and able to provide the Provost with a more complete sense of how the members are received by those with whom they work and interact.

1. College constituencies would typically include direct reports (including assistant/associate deans and unit heads), and might also include student workers, student advisory groups, and graduate students if they have significant contact with Provost's Cabinet members under review.
2. University constituencies might include other Provost's Cabinet members and some combination of offices with whom the member regularly interacts such as HRO, Inclusion and Equity, University Counsel, Alumni, Development, Budget, Facilities.

II. Common Set of Questions

The Provost will develop a common set of questions to be posed to the evaluation constituencies. Members may propose additional questions of their own to the Provost not later than March 1.

III. Portfolio

By March 1, the members will submit their portfolios to the Provost. The portfolio is a brief (10 page) document compiled by the member being reviewed. It contains the member's previous four years' reports to the Provost and a brief (2 page) narrative documenting the member's accomplishments during that time span.

IV. Electronic Distribution

The Office of Institutional Analysis will determine the most secure and efficient way of delivering the questions electronically and of receiving the answers for compilation.

V. Focus Groups

The Provost may also choose to arrange a focus group to discuss the members' performance, using the common set of questions.

VI. Provost's Report

By May 15, following review of the member's materials, the information from the evaluation constituencies, and the summary from the annual evaluations, the Provost will meet with the member to discuss the results. Following the meeting, the Provost will release a broad, summative statement about the member's performance. The brief report will be made available electronically to interested members of the evaluation constituencies and also be shared with faculty and staff.

Guidelines for the Compendious Review were established in July, 2010 (revised November 2011/January 2012/February 2013), based on the Provost's Cabinet Members Biennial Evaluation Process.