

# BUFFALO STATE COLLEGE

## DIRECTORY OF POLICY STATEMENTS

Policy Number: VI:10:00

Date: October 1982

**Subject: Guidelines for Evaluation of Campus Deans**

The evaluation of deans at Buffalo State College is undertaken in the context of college-wide emphasis on academic quality. The evaluation of professional performance is a continuous process. It is a process which, to be productive, must be related to cooperatively established and commonly understood goals/objectives. The process must be sufficiently comprehensive to assess the totality of expectations and accomplishments and must be broadly enough based to encompass the total range of professional responsibilities. The thrust of professional evaluation is productive, constructive, and forward looking. The focus is upon professional growth, both individual and corporate, and upon future expectations.

The evaluation of deans is the responsibility of the Provost/Vice President for Academic Affairs, to whom each dean reports, and of the President, at whose pleasure a dean serves. Evaluation is based upon goals/objectives of both immediate and long-range significance as developed and stated by the Provost/Vice President for Academic Affairs in conjunction with the dean, college President, and relevant others. The objectives must relate to the college mission, Faculty/School expectations, and personal/professional directions.

The evaluative process is initiated by the VPAA's request for a written statement from the dean describing his/her perception of accomplishments, problems, strengths and weaknesses, and expectations relative to the established goals. This report will be shared with Faculty/School committees.

The process provides for structured interviews with:

- Department chairs of the given School;
- Designated committees of the School;
- Professional staff members with whom the dean interacts;
- Others, as appropriate.

The formal evaluative process will occur within a period of approximately six weeks, during which time the dean's statement, the results of interviews, and all relevant information will be reviewed and discussed with the dean as a part of the process of establishing future and continuing goals and objectives.

A written report of the evaluation will be prepared for the President by the Provost/Vice President for Academic Affairs. This report, together with the dean's written statement, will be forwarded to the President for consideration.

**For more information regarding the evaluation of college Deans, please contact the appropriate School and the School by-laws.**