

Section 622.4.1 of the Administrative Manual:
Appointment and Evaluation of Deans of Colleges and the Library
(Approved August 3, 2017)

622.4 Appointment and Evaluation of Deans of Colleges and the Library.

1. Search and Screen Committee.

Applicants shall be screened by a six-member committee composed of

- a) Three members elected by the faculty of the College concerned. These members shall be elected from among the tenured senior rank Associate and Full Professors or Librarians in that College. For colleges composed of fewer than four departments there must be at least one member from each department. For all other colleges, there may be no more than one member from each department.
- b) One member elected by the Personnel Planning and Review Committee from its own membership.
- c) One member appointed by the President.
- d) Associated Students President or designee.

It is strongly recommended that Search and Screen Committees have a diverse membership, including an individual currently or formerly serving as Dean of a College, and members familiar with the duties and responsibilities of the position to be filled.

2. Appointment Procedures.

Appointment procedures shall be in accordance with the *Manual of Procedures for Search and Screen Committees for Academic-Administrative Positions*. Copies of this manual are in the Office of Faculty Affairs and available online at

<http://www.csun.edu/faculty-affairs/policies>. The University's commitment to encourage equity and diversity shall be kept in mind.

3. Evaluation.

The President, or Provost and Vice President for Academic Affairs at the request of the President, shall establish a Review Committee to evaluate the Deans of Colleges at intervals not to exceed five years.

- a. The periodic reviews of the College Deans are designed to evaluate the performance of the individual in the administrative assignment and to provide information and suggestions for improvement. Information and reports associated with the reviews are to be treated as confidential with access limited to the individual involved, members of the Review Committee, the Provost and Vice President for Academic Affairs, and the President of the University. Such evaluation shall occur at intervals not to exceed five years.
- b. Prior to the establishment of a Review Committee, the individual being reviewed will provide the Provost and Vice President for Academic Affairs with a short written description of the major accomplishments achieved during the period under review.
- c. A separate three-member Review Committee will be established to assist the Provost and Vice President for Academic Affairs in the review of each individual. Membership of the Review Committee will be constituted as follows:
 - (1) One Department Chair selected by the Chairs within the College to serve as Chair of the Review Committee.
 - (2) A faculty member selected by and from the Personnel Committee of the College.
 - (3) A faculty member appointed by the Provost and Vice President for Academic Affairs.
- d. The Review Committee will function within the following charges:
 - (1) Meet with the Provost and Vice President for Academic Affairs to discuss particular responsibilities of that Dean's position, the procedures to be employed in the review, and the time frame for the review.
 - (2) Meet with the individual being evaluated to discuss the procedures to be followed in the review.
 - (3) Devise appropriate means for obtaining information regarding the individual's performance. Such means shall provide an opportunity for all full-time tenure-track faculty in the College to contribute information to the review.

- (4) The evaluation shall include, but not be limited to, an assessment of the Dean's effectiveness:
 - (a) In commanding respect as an academic leader and scholar;
 - (b) In achieving the mission of the University and the College;
 - (c) In creating an educational environment conducive to excellence in teaching and scholarship and in the Library, excellence in librarianship as well; and
 - (d) In implementing the Affirmative Action Plan of the University.
 - (5) Analyze information received during the review and prepare a written report to the Provost and Vice President for Academic Affairs with a copy to the individual being reviewed. The report will summarize the information gathered and assess the performance of the individual. The individual under review has the opportunity to submit to the President a response to the report. The Committee will also meet with the Provost and Vice President for Academic Affairs to discuss the review process and the written report of the Review Committee.
- e. Following the above steps, the Provost and Vice President for Academic Affairs will meet with the individual to discuss the performance evaluation. In addition, the Provost and Vice President for Academic Affairs will report the results of the evaluation to the President of the University.