

## **College of the Arts Procedures for the Triennial Faculty Evaluation of Associate Deans**

Associate deans in the College of the Arts serve at the pleasure of the dean. In addition to the annual evaluation by the dean, college associate deans will be evaluated every three years by the faculty.<sup>1</sup> The purpose is to evaluate the performance and progress of the associate dean, provide an opportunity for constructive input from faculty and appropriate staff, review professional contributions and performance as a “leader” and “administrator,” and to provide feedback to improve performance.

The following procedures will serve as a guide to the associate dean evaluation process:

1. By September 1 of the fall semester after the associate dean’s third full year in the position, the associate dean will submit to the Office of the Dean a 3-page (maximum) single-spaced narrative listing and describing accomplishments in the role of associate dean over the 3-year period and a current CV.
2. Shortly thereafter, the Office of the Dean will call for an evaluation of the associate dean by distributing the associate dean’s narrative and CV to voting faculty and full-time staff members who work directly with the associate dean through an online survey. The evaluators will have two weeks (14 calendar days) to complete the online evaluation.
3. Upon closure of the evaluation survey, the Office of the Dean will provide the unedited evaluation data to the college executive committee. This data will be supplied to the executive committee within five business days of the close of the evaluation.
4. The college executive committee will prepare a 2-3 page single-spaced summary report using the quantitative data and narrative comments gleaned from the evaluation to prepare the report. The report, called the *Summary Faculty Evaluation of the Associate Dean*, will include statements reflecting the overall findings, including the associate dean’s administrative strengths as well as any opportunities for improvement. The executive committee will have one month (30 calendar days) to prepare and sign the report. Once the report has been prepared and signed, the executive committee and the dean will meet to discuss the findings of the evaluation.
5. The contents of the *Summary Faculty Evaluation of the Associate Dean* and the data used to prepare it shall be considered confidential. At no time will the members of the executive committee discuss the contents of the evaluation forms or the *Summary Faculty Evaluation of the Associate Dean* with the associate dean or other faculty/staff members in the college.

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<sup>1</sup> Recommended by the Faculty Affairs Committee and approved at the April 19, 2018 GSU Senate Meeting. Amends Article IX of the University Statutes.

6. The dean will forward the *Summary Faculty Evaluation of the Associate Dean* and the unedited data used to prepare it to the associate dean.
7. The dean and associate dean will meet to discuss the findings of the evaluation.

**Approximate timeline for completion of the associate dean evaluation process\***

September 1	Associate dean submits a 3-page narrative and CV to the Office of the Dean
September 5	The Office of the Dean distributes the 3-page narrative and CV to voting faculty with a link to the evaluation instrument
September 19	Deadline for faculty to complete the evaluation instrument
September 24	The Office of the Dean provides the college executive committee with unedited data from the evaluation, including narrative comments and quantitative responses
by October 24	College executive committee writes and signs the <i>Summary Faculty Evaluation of the Associate Dean</i>
November 1	The dean meets with the executive committee to review the findings and receive the signed <i>Summary Faculty Evaluation of the Associate Dean</i>
November 15	The dean forwards the <i>Summary Faculty Evaluation of the Associate Dean</i> and the unedited data used to prepare it to the associate dean
November 20	The dean and associate dean meet to discuss the findings of the evaluation.

*\*For dates that fall on the weekend or a holiday, it shall be understood that the due date will be the next business day.*

Reviewed by:

Georgia State University – College of the Arts

Evaluation of the Associate Dean

The associate dean of the College of the Arts assists the dean with advancing the strategic plan of the college while providing leadership in the area of academic affairs. This includes oversight of the Office of Academic Assistance (OAA) and serving as COTA's liaison to student success programs and the graduate school. The associate dean supervises the strategic course scheduling process, advisement, and student appeals.

Have you worked directly with the associate dean in the past three years?

Yes

No

SECTION A. RATINGS

You are asked to provide input in 5 areas. Please reference your personal experiences with the associate dean and use the following 5-point scale to provide a fair and honest assessment. If you have no personal experiences with the associate dean in a given area, please indicate that you are unable to providing a rating on that issue. If you have been employed by the university fewer than the number of years under which this evaluation falls, please consider the performance of the associate dean since your hire date.

Please respond to each category according to the scale below:

A. Strongly Agree

B. Agree

C. Neither Agree nor Disagree

D. Disagree

E. Strongly Disagree

F. Don't know

CATEGORY I. General Leadership

1. Actively supports the strategic plan of the College of the Arts
2. Has clear goals for the scope of the position
3. Is effective in efforts to attain goals
4. Responds to new opportunities that advance or facilitate the college's goals and objectives
5. Keeps the faculty and relevant staff informed on important matters from the college and university relating to area of responsibility
6. Facilitates teamwork and collegiality
7. Is an effective communicator

CATEGORY II. Decision-Making

8. Appropriately consults with school administrators – directors, graduate directors, etc. – on important matters of the college
9. Is effective in the management of staff
10. Is effective at the managing of the academic affairs of the college

CATEGORY III. Interpersonal Skills

11. Interacts with faculty, staff, and students in a professional manner
12. Is open to criticism and responds appropriately to criticism
13. Respects the rights and dignity of others by promoting a positive stance towards diversity and inclusivity
14. Maintains confidentiality where it is appropriate
15. Works productively with other administrators at the university
16. Is accessible to people in the college (e.g., responds to email, phone calls in a timely manner)

CATEGORY IV. Overall Evaluation

17. Check one of the boxes below that corresponds to your overall evaluation of the associate dean

Outstanding

Excellent

Very Good

Good

Fair

Unable to rate

CATEGORY V. OPEN-ENDED WRITTEN COMMENTS

Written comments provide important and specific information that cannot be obtained by the questionnaire responses.

Category I. General Leadership

Category II. Decision-Making

Category III. Interpersonal Skills

Category IV. Overall Evaluation