

UCR Academic Personnel Office

Suggested Criteria for Divisional Dean and Associate Dean Reviews

Divisional Deans and Associate Deans are appointed annually by the Executive Vice Chancellor and Provost, upon the recommendation of the Dean of a School or College. They are delegated authority and administrative responsibility through that Dean. It is recommended that Divisional Deans and Associate Deans be reviewed by the Dean on an annual basis. The criteria used for the review should be established by the Dean and shared with each Divisional Dean or Associate Dean prior to the appointment.

The Vice Provost for Academic Personnel suggests that the following areas be considered when the Dean establishes the review criteria for Divisional Deans and Associate Deans.

Content and Timing of Review

The review of a Divisional Dean's or an Associate Dean's performance is based upon explicit expectations, the School/College plan, and any specific goals that have been agreed upon prior to or during the appointment. The review should be held during the last quarter of the Academic Year. Regular, informal feedback throughout the year from the Dean to the Divisional Deans or Associate Deans is encouraged.

Consultation and Process

If appropriate, department chairs may be consulted when a Divisional Dean or an Associate Dean is reviewed. Other entities, such as individual faculty, other administrators, community representatives, or donors may contribute to the process, but should be disclosed to the Divisional Dean and the Associate Dean in advance.

If the Dean seeks consultation as part of the review process, a summary of input from all sources will be provided to the Divisional Dean or Associate Dean being reviewed. The individual being reviewed should be given the opportunity to respond to the review input of any and all entities.

A Divisional Dean or an Associate Dean may be required to provide a self statement that details the accomplishments and other relevant information regarding his/her term of service.

The individual being reviewed should be provided with copies of non-confidential documents, and meet with the Dean to discuss the review.

Reporting

If the Divisional Dean or the Associate Dean is recommended for reappointment by the Dean, a copy of the review shall be provided to Academic Personnel as part of the reappointment process. Otherwise, the organization is responsible for record keeping.