

Divisional Deans and Associate Deans are appointed by the Dean of a School or College and it is recommended 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 (VPAP) suggests the following areas be considered when the Dean establishes the review criteria for Divisional Deans and Associate Deans.

### ***I. 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 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.

### ***II. 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.

### ***III. Appointment/Reappointment***

The Divisional Dean or Associate Dean appointment can be made for a period of three years and no longer than 5 years. A copy of the annual review does not need to be forwarded to Academic Personnel Office for reappointment.

If the Divisional Dean or Associate Dean is not being reappointed, they may be eligible for an Administrative Leave in lieu of sabbatical leave by utilizing accrued sabbatical leave credits during the term of their administrative appointment. For additional information, please send an email to [academicpersonnel@ucr.edu](mailto:academicpersonnel@ucr.edu).

*Please send an email to [academicpersonnel@ucr.edu](mailto:academicpersonnel@ucr.edu) with questions regarding these guidelines.*