



777 Glades Road
Boca Raton, FL 33431
tel: 561.297.3803
fax: 561.297.2752
horswell@fau.edu
www.fau.edu

MEMORANDUM

To: College of Arts and Letters Faculty and Staff
John Cahill, IEA

From: Dr. Michael J. Horswell, Dean

Date: February 6, 2018

Subject: Policy on Evaluation of Associate and Assistant Deans (Supersedes all prior policies and memoranda)

This policy establishes the process for the evaluation of Associate Deans who report to the Dean. The Associate Dean Evaluations outlined herein will commence with the Fall 2017 semester.

In 2005, the Provost's Office, in consultation with the Assessment Committee of the University Faculty Senate, developed a process for a comprehensive evaluation of College Deans. These processes, also known as the "360 evaluation", require input from appropriate faculty, staff, peers, administrators and external constituents, in addition to the immediate supervisor. Following completion of the process, suggestions and recommendations relating to the administrator being reviewed are shared with those providing input. The comprehensive evaluations are conducted on a three-year cycle. Copies of the

the Associate/Assistant Dean's duties
specific issues that are relevant to the



standard template to be used for the self-evaluation. The Dean transmits this self-evaluation to all those who will be involved in the evaluation process.

Weeks 4-5 of the term:

The Office of Institutional Effectiveness and Analysis will make a secure on-line survey available to faculty eligible to participate in the process. The anonymity of the respondent will be assured by JRM unless the respondent explicitly chooses to be identified. The survey will have a set of standard questions and will include substantial opportunity for additional written comments. When the survey is completed, a summary of the quantitative data and the entirety of the written comments will be made available to the Dean.

A similar process will be used to solicit responses from the Chairs/Directors, other Associate Deans