Dean Re-Appointment Process

This process constitutes the decanal review for an additional five-year contract. It will typically begin in the early fall and finish by the end of that term.

Based on the Faculty Handbook, the provost should discuss this process with the chair of the Faculty Senate, and then with the dean, followed by the Senate Council and the UAC.

1) By the beginning of the fall term, the dean will write a memo about her/his accomplishments during the period since appointment and outline future goals. The dean’s memo is shared broadly with the provost, the faculty and senior administration in the school. There is no prescribed format for the memo, but it is limited to ten pages in length.

2) The dean will meet with the Faculty Senate to discuss her/his deanship and answer any questions. The Senate Council will provide written feedback to the provost.

3) The provost will solicit feedback from the school’s faculty, both tenured and contract, from researchers and from senior staff in the school.
   • The provost will meet with the faculty program heads and the senior staff.
   • The web-survey will be given to all faculty. Information will be collated and any identifiers removed.

4) The provost will solicit feedback from the school’s Board of Overseers, including a one-on-one discussion with the Chair of the Board. (The Board could choose to use the survey or to write a memo to the provost; the provost will discuss with the Chair, the best method of gathering the Board’s views)

5) The dean will provide to the Provost at least 4-6 names of external reviewers drawn from the school’s alumni community, universities, government, and foundations that will help provide a broader perspective on the dean's achievements and goals. The Provost will consult with the Board of Overseer’s chair and then finalize a list of 6-10 names. The Provost's office will then request letters from these individuals (sending the dean's c.v. and memo) and review at least 4 responses.

6) After reviewing the collated feedback from these individuals and groups, the Provost will make a decision regarding reappointment.