

Deans and Chairs Evaluation Process

Communication Plan

The process will be discussed with the faculty and staff of the college in the following forums during the summer and early fall prior to its initiation:

- Deans meeting (June)
- Executive Advisory Board (July)
- Faculty Assembly – presentation by the dean (September)
- Department meetings – presentation by the dean (June-September)
- Email correspondence to %Faculty and select key staff

At the time the process is initiated, communication will include the emails built into the IDEA system asking evaluators to participate and follow-up emails to encourage participation as well as:

- Posters advertising the process and deadline for submission of the survey on-line;
- A general email from the dean describing the launch of this process;
- An email to evaluators with specific details about the process including a description of the purpose of the evaluation, a description of the rating process, start and end dates of the rating process, confidentiality statement, and a description of how results will be disseminated; and
- An email from the individual administrator encouraging participation and outlining the deadline for survey completion for his or her evaluation.