



UNIVERSITY OF FLORIDA

College of Dentistry

SUBJECT: Evaluation of dean, associate deans and chairs
TITLE: Biennial Deans and Chairs Evaluation
DATE: August 17, 2005
APPROVING AUTHORITY: Dean Teresa Dolan, Executive Advisory Board
CUSTODIAN: Jean Sweitzer, Chief of Staff (846-2450 or email:
jsweitzer@dental.ufl.edu) (Date Reviewed: August 31, 2005)

Biennial Deans and Chairs Evaluation policy:

The dean, associate and assistant deans, departmental chairs and other appropriate administrators will be evaluated every 2 years. Full-time faculty and select staff will have the opportunity through this process to evaluate key academic and administrative leadership. (Part-time and courtesy faculty will be excluded as evaluators in the process.) This policy was developed in accordance with Rule 6C1-7.010 as it relates to administrative evaluations. The purpose of the biennial Deans and Chairs evaluation will be to:

- 1) Provide individual leaders with data that can be used to improve performance and skills and assist them in becoming a more effective administrator,
- 2) Establish goals for self-development activities and a documented action plan for college leaders, and
- 3) Provide an opportunity for the faculty to be involved in the governance of the college.

Deans and Chairs evaluations will be initiated and managed in the Dean's Office as an administrative process of the College. The Chief of Staff will have primary responsibility under the Dean's direction for this process based on an established schedule and will serve as the contact person for the IDEA Feedback System for College and University Administrators. IDEA uses an online instrument to assess the effectiveness of deans, administrators and chairs as rated by their faculty and can be used as a component of a systematic evaluation of leaders in higher education. It also provides national comparative information. The process will be conducted in accordance with the IDEA Center's "Guide to Administering IDEA Feedback System for College and University Administrators." (see Appendix 1) The individual being evaluated will be notified by the Dean's Office to complete an Information Form as required by IDEA to begin the process. Funding for this evaluation initiative will be provided through the Dean's Office.

Results of the numerical evaluations for the Dean, Sr. Associate Dean, Associate Deans, and Assistant Deans and a subsequent action plan will be provided as feedback to the faculty and those staff who have participated in the evaluation. The Dean's numerical evaluation and proposed action plan will be provided to the Senior Vice President of Health Affairs as well. Results of individual associate and assistant deans, as well as department chairs will be sent to the IDEA contact person who will provide them to the dean. The dean will then meet with the individual to discuss the results. The individual associate dean, assistant dean or chair will draft an action plan which will be finalized in conjunction with the dean. Results of open-ended questions will be provided to the dean and to the individual being evaluated only and will not be published.

Individual chair's numerical results and action plans will be shared by them with the faculty and select staff involved in the evaluation in their department. As with the other levels in the organization, results of open-ended questions will be provided to the dean and to the individual being evaluated only and will not be published.

Because it is recommended that an individual not be asked to rate more than three administrators in one semester, evaluations have been staggered. Additionally, in order to have chair results available for departmental evaluations which are scheduled to begin this fall, they will be conducted immediately following the dean's evaluation. The following schedule of evaluations for individual administrators is proposed, but may be modified by the Dean. Each person being evaluated will have the list of participating faculty and staff developed on an individual basis.

Individual Administrator Schedule

September	Dean
October	Department Chairs Senior Associate Dean
February	Associate Dean for Finance and Administration Associate Dean for Education Associate Dean for Research
May	Associate Dean for Faculty Group Practice And Continuing Education Assistant Dean for Admissions and Financial Aid Assistant Dean for Advanced and Graduate Education Team Leaders

The specific schema for evaluators is outlined below:

<u>Title</u>	<u>Evaluators</u>
Dean	All full-time faculty of the college
Senior Associate Dean	All full-time faculty of the college
Associate Dean, Finance and Administration	Deans, department chairs, directors and TEAMS A staff members
Associate Dean, Education	UFCD Course directors; deans and chairs; Office of Education staff; Members of the following committees: SPEC, Curriculum and Student Affairs Committees, including students
Associate Dean, Research	All full-time faculty with a 0.20 or greater research assignment
Associate Dean, Faculty Practice And Continuing Education (CE)	Full-time faculty participating in Faculty Practice or received CE related overload payment in the previous 18 months Director of Faculty Practice Director of Dental Continuing Education Director of Allied Dental Health, Santa Fe Community College
Assistant Dean, Admissions and Financial Aid	Full-time faculty, staff and students who serve as a member of the Admissions Committee; Graduate program directors; staff in the Office of Admissions
Assistant Dean, Advanced and Graduate Education	Graduate program directors, department chairs with a graduate program, course directors who contribute to the advanced education core curriculum
Team Leaders	Staff and students within the team