**Deans’/Vice Provosts’ Five-Year Review Checklist**

Individual Under Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Dean \_\_\_\_ Vice Provost \_\_\_]

Review Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **TIMELINE** | **ACTION** | **DATE COMPLETED** |
| **SECTION 1**.  Pre-Work:  8 weeks prior to initial committee meeting | **1.1** Provost meets with dean or vice provost to discuss the review process. |  |
| **1.2** For reviewee’s self-evaluation, Provost’s Office provides generic position description, performance metrics related to unit goals, and the most recent budget presentation. |  |
| **1.3** Provost identifies an academic administrator, either an associate dean or department chair, to serve as the liaison between the school/unit and the Provost’s Office and establish a democratic selection process for review committee members. |  |
| **SECTION 2.**  Pre-Announcement:  6 weeks prior to initial committee meeting | **2.1** Liaison forwards names of recommended committee members to the Provost’s Office for confirmation and notification of the appointments (liaison is not eligible to serve). |  |
| **2.2** AIRE pulls the lists of faculty, staff, and students for committee chair to review for accuracy and currency. |  |
| **2.3** Provost requests AIRE to conduct performance surveys for (1) faculty/staff, (2) students, and (3) external advisory group (each fielded for two weeks). |  |
| **SECTION 3**. Announcement:  4 weeks prior to initial committee meeting | **3.1** Provost distributes email to the school or unit announcing commencement of the dean’s or vice provost’s review. |  |
| **3.2** On behalf of provost, review coordinator contacts each recommended committee member via email inviting them to serve and providing a brief overview of the process; once accepted, review coordinator thanks them and lets them know initial meeting will be scheduled soon. |  |
| **SECTION 4.**  Week 1: Committee Work Begins (remaining process must be complete within 90 days) | **4.1** Meeting #1: *Full Committee*. Provost meets with the committee and presents the charge and materials. Committee decides whether to offer individuals in the school/unit the opportunity to speak with a subset of the committee. Individuals who request a session (maximum 15 minutes) will be scheduled with a two-member subset of the committee plus the review coordinator, who will serve as notetaker. Committee elects a chairperson. |  |
| Week 2 | **4.2** (If individual sessions approved) Two-member subsets of the committee meet virtually with individuals in 15-minute sessions. |  |
| Week 3 | **4.3** Meeting #2: *Full Committee*. Committee reviews the survey results and dean’s/vice provost’s self-evaluation and begins discussion of the dean’s/vice provost’s performance. |  |
| Week 4 | **4.4** Meeting #3. *Committee Chair & Review Coordinator Only*. Committee chair and review coordinator plan the format and contents of the committee report; chair creates a first draft for review and input by the committee. |  |
| Week 5 | **4.5** Meeting #4. *Full Committee*. Committee makes revisions to the committee report and forms consensus on contents. |  |
| Week 6 | **4.6** Meeting #5. *Committee Chair & Provost Only*. Chair meets with provost to present the final report. |  |
| Week 7 | **4.7** Meeting #5. *Provost, Chair, & Dean/VP Only*. Provost and committee chair meet with the dean/vice provost to review and discuss the report findings. Provost may present a professional development plan to address leadership areas that need improvement. |  |
| Week 8 | **4.8** Meeting #6. *Full Committee*. Provost, chair, and full committee review the discussion with the dean/vice provost and provost’s intention on reappointment. |  |
| Week 9 | **4.9** Meeting #7. *Provost & Chancellor Only*. Provost meets with the chancellor to discuss the review and confirm a final decision on reappointment. |  |
| Week 10 | **4.10** Meeting #8. *Full Committee, Provost, Dean/Vice Provost, & the School/Unit*. Provost meets with the school/unit to discuss the report findings and next steps. |  |
| Week 11 | **4.11** The committee report will remain confidential and will be archived in the Office of the Provost. |  |