

## EVALUATION OF THE DEAN

The evaluation of the Dean will be conducted on an annual basis during the months of January and February. The Dean will submit a Faculty Annual Report (FAR) to the Provost and department chair where he/she holds their academic appointment. The Dean will also supply SPOT scores and other evidence of teaching effectiveness for the classes they have taught during the calendar year.

In January, the Dean will ask the chairs to submit an evaluation of his/her performance. During odd calendar years (2013, 2015, etc.), the evaluations will come from the humanities departments. During even calendar years (2014, 2016, etc.), the evaluations will come from the social sciences departments. This evaluation letter will be prepared by the chair, but should contain input from all faculty holding a full-time position in AddRan College, including instructors and tenured and tenure-track faculty. Each department should develop procedures for soliciting input on the Dean's performance. Individual letters from faculty may be submitted directly to the Provost if the faculty are uncomfortable in sharing their input with the department chair. The Provost may also solicit input from other members of the TCU community in conducting the annual review.

The chair letters should be submitted directly to the Provost. After receiving the letters, the Provost will attend a department chairs' meeting to discuss the Dean's performance and any other items relating to the administration of AddRan College. The Dean will not be in attendance during this meeting.

The Provost will schedule a follow-up meeting with the Dean to review his/her annual performance and the administration of the college. The annual evaluation will be used for the purposes of merit and salary adjustments, identifying areas for performance improvement and correction, and as input in the continuing appointment or reappointment of the person as Dean of AddRan College.