

MAPP Section 120: Dean Review Process

[Academic Personnel Manual - Deans and Provosts \(APM 240\)](#) contains policies related to appointment of academic deans. It stipulates that a performance review will be conducted no later than the fifth year of service, and at five-year intervals thereafter.

Following is a description of the Merced campus procedures for conducting the review of a dean.

121. PROCEDURE

1. The Executive Vice Chancellor and Provost (EVC&P) meets with incumbent dean and asks if he/she wishes to continue serving. If so, EVC&P writes to the dean asking him/her to provide a self assessment and other information for the review. The dean may identify constituencies to consult in the review process, and may suggest questions concerning major administrative issues or other matters relating to the future of the school/college to include in the call for comments.
2. EVC&P writes to the Senate Committee on Committees (COC) to request a slate of names for the review committee. EVC&P selects and contacts suggested faculty members to ask them to serve on the confidential review committee. Committees are typically comprised of two to three faculty members; at least one member should be from the unit whose dean is being reviewed. The EVC&P appoints the confidential review committee and defines its charge.
3. The membership of the committee is not reported to the Senate, nor to the dean.
4. EVC&P meets with the committee to discuss the review process. The Committee is informed that all confidential documents must remain in the Academic Personnel Office. The Academic Personnel Office provides staff support to the review committee, including arranging meetings, providing space to review confidential letters, and assisting with the report, if requested.
5. A copy of the dean's statement is made available to faculty, staff, and students in the school for review. The materials are usually available in the academic personnel office and on a secure online site.
6. Once the dean's materials are available, the EVC&P solicits letters from faculty, students, and staff on the dean's performance. The EVC&P office sends individual letters to ladder-rank faculty. Confidential responses from the faculty are sent to the EVC&P office using the double envelope system.

The EVC&P may also ask Vice Chancellors, Deans from other Schools, the Chair of CAP or chairs of other senate committees, and senior staff to provide written comment on the dean's interactions with regards to their areas.

7. Committee members read all comments received. To preserve confidentiality, the faculty member from the dean's school who serve on the committee will not be allowed to read letters of evaluation; the chair of the committee is expected to provide an oral summary of the content for them. The committee may request additional information about the school or dean through the Academic Personnel staff member supporting the committee.
8. The committee will meet at least once after materials have been read, and will discuss their analysis and report to be given to the EVC&P and Chancellor.
9. The review committee addresses its report to the Chancellor and EVC&P. The EVC&P sends the committee members a thank-you letter.
10. EVC&P discusses the review with the Chancellor, and makes a final decision on the the dean's next term of service.
11. EVC&P meets with the dean and conveys the results of the review.
12. EVC&P writes the dean to confirm appointment to a second term and confirms any additional arrangements.
13. EVC&P writes to inform the school of the outcome of the review and the reappointment of the dean.

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