

**Attachment 3**  
**Proposed Changes to University Handbook**  
**Section C157: Dean's Evaluation Procedures. Five year comprehensive review**  
**Approved by Faculty Affairs on September 15, 2009**

C157.1 During ~~in the fall of the fifth year of the dean's tenure,~~ the provost will request the dean to write a self-assessment of his or her activities for the past five years. ~~In addition, the provost will write a brief-summary of the over-arching expectations of the university administration under which the dean has been operating.~~ These expectations will be those agreed upon by the provost and the dean. The Office of Planning and Analysis is available for assistance with the evaluation process.

C157.2 ~~Also in the fall of the fifth year, the provost will write a brief summary of the over-arching expectations of the university administration under which the dean has been operating. These expectations will be agreed upon as accurate by the provost and the dean. The provost and dean will also develop a statement of objectives the dean has been operating under during the previous five years along with the goals and objectives provided to the provost during the previous five years. The provost will identify five references, external to the college, who are knowledgeable of the dean's work in fund raising and alumni and constituent relations. The references will be contacted by the provost and asked to provide a written summary of the dean's performance as Dean at Kansas State University. Some of these references will be in higher education, although others may be in related professional disciplines. (moved from C157.7)~~

C157.3 The formal process of the evaluation will be initiated by a letter from the provost to the faculty and unclassified professionals of the college and other personnel designated to provide input (e.g., students, classified staff, constituent groups, etc.). This letter normally will be sent out in late fall or early spring of the fifth year. ~~The definition of faculty includes tenured, tenure track, and regular instructor appointments. This definition will be subject to some modification where indicated (e.g., the libraries and extension service). The changes in definitions will be agreed upon between the provost and the dean. Faculty will include tenured, tenure track, and regular instructor appointments. This definition will be subject to some modification where indicated (e.g., the libraries and extension service). The changes in definitions will be agreed upon between the provost and the dean. If requested by the dean and agreed to by the provost, evaluation materials can be collected from other groups (e.g., unclassified professionals, students, classified employees, constituent groups, etc.).~~ C157.4 The letter to the faculty individuals will explain the process and state that a survey form an opportunity to provide feedback will be forthcoming and that an advisory committee will be appointed. A copy of the summary of the over-arching expectations of the university administration under which the dean has been operating will ~~accompany the provost's letter~~ be made available to those designated to provide input.

C157.4 The provost will empower the Office of Planning and Analysis or other appropriate unit to distribute the materials for confidential feedback. The materials shall provide opportunity for input on performance relative to established missions and goals, and on the overall effectiveness of and confidence in the dean. The Office of Planning and Analysis or the other appropriate unit will collect the results.

C157.5 Within one week after the letter to the faculty, the provost will mail out the survey forms; these will be distributed by departments to be delivered directly back to the Director of the Office of Planning and Analysis. Return will be required within five working days. The faculty member will personally drop the sealed envelope in a sealed box, to be opened at the end of the survey period. Faculty members who for any reason are off-campus during the survey period may designate another individual to deliver the survey. To aid in keeping track of the evaluations, the faculty member's name will be checked off the list of valid respondents. The faculty may choose to have a representative work with the director of planning and analysis to open the envelopes as they are removed from the sealed box. For the K State Salina

campus, the sealed box will be located in the Technology Library with a person selected by the K State Salina Faculty Senate caucus to monitor the process. At the end of five working days a K State Salina Faculty Senator will deliver the sealed box to the director of planning and analysis. Groups identified in C157.3 will be handled in a similar fashion, but additional time may be required to develop special materials, identify samples, distribute and recover materials, etc.

C157.65 ~~During the time the survey is out~~ After the materials have been administered, the provost will ~~identify~~ select and appoint an advisory committee. The advisory committee selection process will involve consultation with the dean, elected faculty senators, and a faculty council if the college has one. The committee will represent each academic discipline (or departments in smaller colleges), and reflect race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, military status, or veteran status to the extent possible. As a general practice, only tenured faculty and no more than one department head will serve on the advisory committee. With the approval of the provost, the committee membership may be expanded by the addition of representation from non-faculty groups who are served by the college (including students unclassified professionals, classified staff, or ~~and~~ clients of the college).

C157.6 ~~The survey material results~~ will be summarized by the ~~Office director of p~~Planning and ~~a~~Analysis or other appropriate unit. Written comments will be transcribed to typed format and compiled by question, protecting respondent confidentiality ~~displayed as a list; an entry (paragraph) on the list for a section will represent one individual's comments.~~ The ~~director~~ Office of Planning and Analysis or other appropriate unit will prepare a composite of the ~~survey~~ results. Prior to being finalized, the provost will review and retain all written comments. Allegations of an unsubstantiated nature will not be included in the ~~results material forwarded to the advisory committee~~, but will be subject to inquiry by the provost at his or her discretion. **(moved from C157.8)**

C157.7 Each advisory committee member will receive a copy of the final composite of the ~~survey~~ results, a copy of each letter of reference, the summary of the over-arching, expectations of the university administration under which the dean has been operating, ~~the statement of objectives prepared for the evaluation, goals, and objectives provided to the provost in previous years~~ the self assessment by the dean, including goals and objectives provided to the provost in previous years, and evaluation materials from other relevant groups identified in Section C157.3. ~~The dean will also receive a copy of the survey composite. Prior to the committee drafting its final report to the provost, the dean will have an opportunity to respond in writing to clarify misconceptions and provide further relevant information (included in C157.8).~~ **(moved from C157.9)**

C157.8 The advisory committee will write a draft report for the provost which summarizes strengths, weaknesses, issues of substance which need to be addressed ~~and an overall recommendation for appointment or non-reappointment.~~ A draft copy of this report will be provided to the dean along with a copy of the compiled results. Prior to the committee drafting its final report to the provost, the dean will have an opportunity to respond to the committee in writing to clarify misconceptions and provide further relevant information. ~~The dean can, if he or she desires, respond to the committee in writing concerning the draft report.~~ After due consideration of any responses from the dean, the committee will produce a final copy of the report for the ~~P~~provost with an overall recommendation for appointment or non-reappointment and will forward any response from the dean to the provost. **(moved from C157.10)**

C157.9 ~~Absolute e~~Confidentiality is expected from the committee members concerning all evaluation materials, committee deliberations, and final recommendations. Confidentiality for committee members is a matter of both ethics and policy. **(moved from C157.11)**

C157.120 The ~~committees~~ committee's recommendations are advisory in nature. The final decision resides with the provost subject to the approval of the president. If the provost's decision to reappointment is contrary to a recommendation from a majority of the committee, he or she will meet with the committee members to explain the reasons for not accepting the ~~committees~~ committee's recommendations.

C157.131 The provost will meet with the faculty of the college to announce the outcome and discuss relevant issues.