Dean of the Library
Five-Year Administrative Review Process

The Provost is responsible for conducting five-year administrative reviews of the Dean of the Library. The purpose of the administrative review is to provide constructive and systematic internal assessment of the dean in his/her current administrative role.

The Provost’s assessment will be informed primarily by the report of an Administrative Review Committee (using feedback from library faculty and staff), assessment feedback from the Library Administrative Cabinet, the academic campus leadership, and his/own assessment.

The administrative review will focus on the dean’s administrative responsibilities, leadership role, and accomplishments as well as the dean’s office. The review report will focus on the following key areas:

1. Library mission statement and strategic plan and its success
2. Leadership in developing, articulating and implementing improvements in library programs, facilities and collections
3. Effectiveness in budget management and in improving financial support
4. Effectiveness in attracting and retaining high-quality faculty and staff
5. Effective communication
6. Relationships with university administration and college administrators and external constituent groups
7. Overall assessment
8. Any other topic(s) requested by the Provost when the evaluation process commences.

The Library Administrative Review Committee’s charge is to provide the Provost with its assessment of the Dean of the Library while taking into account Library faculty and staff feedback. To accomplish this, the review committee will use an assessment survey tool to obtain systematic feedback from faculty and staff and will cover the areas of review and include the signatures of the faculty and staff. The assessment survey designed to obtain signed feedback from library faculty and staff is expected to be available for two weeks.

1. The Library Dean Evaluation Committee
   a. Charge
      Provide the Provost and the Dean of the Library with its assessment report, which takes into account Library faculty and staff feedback and external academic campus leadership (e.g., college deans and academic vice presidents). To obtain faculty and staff feedback, the review committee will use an internal assessment survey tool (requiring individual identification) to obtain systematic feedback from faculty and staff. The survey will cover the areas of review. The assessment survey designed is expected to be available for two weeks.
Composition and Appointment Process

♦ Size: four to five members
♦ Composition:
  - Associate Dean (2 nominations from Dean; Provost selects 1)
  - Faculty (4 nominations from Dean; Provost selects 2)
  - Staff person (2 nominations from Dean; Provost selects 1)
  - Outside of Library (Optional) - 2 nominations from Dean; Provost selects 1

b. The Dean’s Self Study
♦ The study should focus on library/personal accomplishments and staffing, personal leadership, and budget management as well as the function/role of the Dean’s Office
♦ Format (determined by Dean)
♦ Length (brief; include Vita)
♦ The self study should be available to all library faculty and staff through the Library’s Intranet

c. Procedures for the Review Committee
♦ The Dean’s self study is reviewed by the Review Committee
♦ The Review Committee solicits internal input from library faculty and staff with the internal assessment tool, and input from external academic leadership based upon the focus of the review.
♦ A confidential Evaluation Committee report will reflect the committee’s final assessment on the review and evaluation of the performance of the Dean and the Office of the Dean. The report will include an executive summary, a full report, and any pertinent appendix materials.
♦ The report is provided to the Provost and the Dean of the Library.
♦ A brief summary report is provided to the Library faculty and staff.

d. Provost Report
♦ The Provost will obtain additional assessment from the Library Administrative Cabinet
♦ The Provost will complete the administrative review report for the Dean of the Library and meet to discuss the Provost’s final report with the Dean of the Library.
♦ The Provost will provide a summary report to the Library Faculty and Staff.

e. Typical Time Table
   a. Formation of Evaluation Committee Early February
   b. Completion of Self-Study End of February
   c. Completion of Report by Evaluation Committee Early April
   d. Completion of Review by the Provost Mid May

Benjamin Allen, Provost, January 2003
Elizabeth Hoffman, Executive Vice President and Provost, October 1, 2008