



**College of Arts and Sciences**  
**PROCEDURE FOR THE EVALUATION OF PROGRAM DIRECTORS**

It is the responsibility of the dean of the College of Arts and Sciences to complete the evaluation of program directors in their unit in a timely manner. In the completion of the evaluation, the dean shall draw upon the results of a survey instrument administered as described in these procedures, F2.08C reports from the review period, and a written evaluative letter from the chair of the department. Unless stated otherwise, program directors are appointed for three-year terms. Formal evaluations of program directors should be performed during the fall semester of the third year of the program director's appointment.

The dean shall inform the program director prior to initiating the formal review.

The dean will arrange for the administration of the survey instrument to the program faculty in a manner that preserves confidentiality. The dean will compute summary statistics and provide the summary and raw instruments.

All full-time faculty who have been with the department for at least one year may participate in completing the survey.

The dean will survey adjunct faculty and/or staff as appropriate.

The dean shall prepare a thorough written evaluation of the program director, taking into consideration all information available.

The dean shall communicate the outcome and recommend that the program director's appointment be either renewed or not renewed for another term.

The dean shall provide the written evaluation to the program director and arrange a meeting with the program director to discuss outcomes and indicated actions (if any).

The dean will communicate the outcome to the faculty in the program. The summary evaluation shall include, but not be limited to, the overall faculty evaluation, as well as strengths and weaknesses of the program director.

All steps in the evaluation process shall be completed during the fall semester in which the review is initiated.