



## **IST\_HR-08 Penn State AD-14 Academic Administrative Evaluation Administrative Guidelines**

1. Although there may be exceptions due to unusual circumstances, faculty holding administrative appointments within the College of Information Sciences and Technology will be reviewed every five years. The Dean may call for a review at any time.
2. The purpose of the review is to evaluate the effectiveness of the individual in carrying out the functions of the office held and to make recommendations, as deemed appropriate, to the Dean.
3. The Dean shall organize and set expectations for the reviews.
4. Review should be completed within two months if possible.

### **College Procedures**

1. The Dean will determine annually those reviews to be conducted.
2. The review committee shall ordinarily consist of three to five faculty members appointed by the Dean. The Dean may appoint faculty from outside the College to serve on the committee if desired. One member of the committee will be designated as the chair of the committee.
3. The review, including any materials produced, shall be maintained by staff in the Dean's Office in the same confidential manner as materials for a tenure review.
4. Reviews will include a confidential survey distributed by all full-time faculty and staff. Reviews may include confidential conversations with members of the committee if requested.
5. Reviews may include a confidential survey and interviews with additional individuals if deemed necessary. This could include peers from other colleges or students.
6. Upon completion of the review, a written, confidential report will be delivered to the Dean. The contents of the report will be discussed by the Dean with the individual involved.