



Periodic Evaluation of Academic Deans and Vice Presidents

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Affected Parties:
Faculty

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1.0 Purpose

This policy provides guidelines for the conduct of periodic evaluations of academic deans and vice presidents who report to the Executive Vice President and Provost (hereafter "Provost") as required in Section 3.8 of the [Faculty Handbook](#).

2.0 Policy

In addition to an annual performance evaluation, academic deans and vice presidents who report to the Provost are subject to periodic evaluations every five years. If the review cannot be conducted in the fifth year as would normally be the case, the Provost will inform the dean or vice president and any relevant college or unit constituents (such as the unit leadership team and/or college faculty association), as appropriate, with the reason for the delay.

A review may be initiated at any time by the Provost and/or at the request of at least one-third of the teaching and research (T&R) faculty in the college.

In the semester prior to a periodic evaluation, the dean or vice president and any relevant college or unit constituents (such as the unit leadership team and/or college faculty association) will be notified of the review, and those constituent groups may request a faculty meeting with the Provost to discuss the upcoming review.

3.0 Procedures

3.1 Appointment and Charge of the Evaluation Committee

Members of the evaluation committee are appointed by the Provost. The committee is generally small, five to 10 members, and is typically composed of senior faculty members, including one or two department heads, chairs, or school directors from the college or division (or their equivalent for vice presidents), and one or two external representatives. For deans, the college faculty (including both tenured, tenure-track, and non-tenure-track faculty) shall compile a slate of nominees for college-based appointments from which the Provost will make the final selection. The process of collecting and submitting nominees will be determined by each college and should offer ample opportunity for broad input from the college faculty. The Provost may also appoint additional faculty members as needed to create an inclusive committee representative of the college or division faculty and its disciplines. Committee membership for the evaluation of vice presidents will generally reflect the constituencies appropriate for the vice president's responsibilities; these committees are appointed by the Provost. The Provost will provide a final list of the membership of the review committee to the appropriate constituents prior to the first meeting.

A committee chair is appointed by the Provost. For most reviews, a dean chairs another dean's review, and a vice president chairs another vice president's review.



The Provost provides an overview of the evaluation process, timeline, and final report to the committee through a meeting or by providing this information in writing. In the meeting/written communication the committee will be charged with the conduct of a fair and comprehensive evaluation of the dean or vice president and preparation of a report to the Provost with its findings. The committee members are expected to conduct their work with discretion and to hold data and opinions provided to them as well as their own deliberations in complete confidence to the extent allowed by law.

3.2 Collection of Perceptions and Data

An evaluation instrument is used for gathering opinions from the college or division faculty, department heads, chairs or school directors, staff, and university administrators, including other deans and vice presidents. The Provost will provide a standard instrument normally used in such reviews, which may be modified as needed for the specific review.

Direct reports, including faculty, staff, and administrators are invited to meet individually or in small groups with an external reviewer (usually an executive coach or similar professional development consultant) chosen by the Provost. It is common practice to furnish these individuals or groups with a list of questions to be addressed during such meetings. The external reviewer will provide a confidential report of these interviews to the committee to use along with results from the survey instrument. The report will be confidential to the extent allowed by law and a copy of the report will be owned by Virginia Tech and retained in accordance with Library of Virginia and university records management guidance. The committee will use the results of the survey and report from the external reviewer to prepare questions for an interview the committee conducts with the dean or vice president, after which it will prepare and submit a summary report to the Provost.

3.3 Final Report

The Provost will review the report submitted by the committee and may request a meeting with the committee if further discussion is required. The Provost then reviews the report with the dean or vice president and subsequently provides the college or division faculty with a written summary of conclusions and recommendations.

The report of the committee is confidential and shall be retained by the Provost. All notes, electronic documents, and completed surveys used by the committee for its deliberations shall be destroyed upon completion of the review at the direction of the Provost.

The entire process, from inception to the Provost's meeting with the dean or vice president, normally takes two months. The committee is expected to conduct its business in a focused, expedited fashion to minimize disruption in the college and for all parties involved.

3.4 Reappointment

Academic deans and vice presidents are appointed by the Provost, approved by the university president and Board of Visitors, and may be reappointed indefinitely. A periodic evaluation as described in this policy shall inform the Provost about the continued appointment of the individual as dean or vice president.

3.5 Evaluation of Associate Deans, Associate Vice Presidents and Others

This policy also requires each college or division to adopt an appropriate set of procedures for periodic evaluation



of associate and assistant deans, associate and assistant vice presidents, and other key provost division-level, college-level and vice presidential division-level administrators whose responsibilities have a significant impact on the life of the faculty. Such evaluations should seek input from relevant constituencies including faculty but are not required to be as comprehensive as the process outlined here for the deans and vice presidents. Membership of such college or division review committees will include tenured faculty members nominated by the appropriate college or unit constituents (such as a leadership team or college faculty association) and selected by the dean or vice president; representation from the department heads, chairs, or school directors; and other appointed members (e.g., faculty, staff, administrative-professional faculty members, and when appropriate, students). The dean or vice president will discuss the results of these periodic reviews with the Provost and obtain Provost approval prior to the reappointment of associate deans, associate vice presidents and other direct reports to the dean or vice president.

4.0 Definitions

5.0 References

Faculty Handbook, Section 3.8

6.0 Approval and Revisions

Approved October 16, 1998, by Senior Vice President and Provost, Peggy S. Meszaros.

- Revision 1
Updated April 19, 2002, to reflect change in Provost's position title.
- Revision 2
Updated to reflect change in Provost's position title, inclusion of academic vice presidents consistent with current practice, and a new procedure for the faculty association to invite the Provost to a faculty meeting prior to the review.
Approved October 2, 2013, by Senior Vice President and Provost Mark G. McNamee.
- Revision 3
Technical update to reflect change in Provost's title.
Approved September 29, 2020, by Executive Vice Provost, G. Don Taylor.
- Revision 4
Revisions to process for clarification, efficiency, and effectiveness.
Approved November 7, 2024 by Executive Vice President and Provost, Cyril Clarke.