



UNIVERSITY OF CENTRAL FLORIDA

**College of Nursing  
Dean's Office**

<b>Policy Name:</b> Procedures for Annual and Five-Year Review of Department Chairs	<b>Effective Date:</b> 06/18/2019	<b>Policy Number:</b> CON-101
	<b>Supersedes:</b>	<b>Page 1 of 2</b>
	<b>Responsible Authority:</b> Dean	

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE: 06/18/2019

APPLICABILITY/ACCOUNTABILITY: Dean's Office/Department Chairs

This policy applies to:  
College of Nursing Department Chairs.

**POLICY STATEMENT:**

Reviews of department chairs will occur annually. A comprehensive review will occur in the fifth year of the term if the department chair requests to be reappointed to the role. The Dean is responsible for scheduling reviews.

**PROCEDURES:**

**Annual Review:**

1. Feedback regarding chair performance will be obtained from the faculty (and relevant staff) annually as part of the annual College of Nursing Dean's Survey. This survey is part of the Institutional Effectiveness process for the university.
2. Department chairs will submit an annual self-evaluation, which will include accomplishments in the role and goals (personal and department) for the next year.
3. The dean will evaluate the chairs annually. Data from all sources will be considered as part of the evaluation.

**Five-Year Review:**

1. During the last semester of a chair's five-year term, the dean will establish a Department Chair Review Panel (review panel), which is advisory to the dean. The review panel will consist of five tenured faculty members: three from within the department (selected from a vote of department faculty) and two from outside the department (selected by the dean). The dean will designate one of the external members to chair the review panel.
2. The review panel will collect information on the chair's past performance and future potential. The panel should seek information from all possible sources. This includes written input and/or surveys from the department faculty, staff, students, clinical advisory

boards, and others that interact in an official capacity with the chair. The panel may conduct interviews with faculty and use other sources of information, including past departmental annual reports. Every effort will be made to ensure that all department faculty have ample opportunity to provide input for the review.

3. The review panel will write a summary report that includes the data collection process, information collected, reported strengths and weaknesses of the chair, and general findings.
4. The review panel will provide a draft copy of the summary report to the chair being evaluated. The department chair will have five working days to provide a written response, if desired. Any response will be appended to the final report.
5. The review panel will also prepare an executive summary of the final report, which is appropriate for release to the faculty as well as the public in accordance with Florida statutes concerning evaluation materials. The executive summary will be distributed to the department faculty, and a copy will be included with the final comprehensive report.
6. After the summary report has been disseminated to the department faculty, the review panel will coordinate a vote of the department faculty members regarding their recommendations (support or non-support) for re-appointment. This vote may be taken by anonymous paper/pencil ballot or electronic survey methods.
7. The review panel will submit the following data to the dean: comprehensive appended full report, executive summary, and results of the departmental vote.
8. The dean may meet with department faculty and the review panel during the review or after the report is completed for further discussion and feedback.
9. The dean will use all data to make the final decision regarding re-appointment.

INITIATING AUTHORITY: Dean's Office

<b>POLICY APPROVAL</b> (For use by the Dean's Office)	
Policy Number: CON-101	
Responsible Authority: _____	Date: _____
Department Chair: _____	Date: _____
Dean: _____	Date: _____