

## COS Procedures for Five-Year Chair/Director Reviews

June 25, 2019

Department Chair / Unit Director (Schools, Centers, Institutes) reviews shall normally occur in the fifth year of their term if they wish to stand for reappointment. The Chair/Director shall inform the Dean during the fall of the fifth year of their term if they plan to seek reappointment. Scheduling of reviews is the responsibility of the Dean, and will typically begin near the end of fall semester or beginning of spring semester.

### Review Procedures:

1. Committee Selection
  - a. The Dean will select two faculty members from outside of the chair/director's unit, and will appoint one of these external members as committee chair.
  - b. Two committee members will be elected from the chair/director's unit, by vote of regular unit faculty. All full-time, non-visiting faculty are eligible to serve.
2. Collection of Information
  - a. The committee will review and approve a college developed survey, to be used to collect information on the chair/director's past performance and future potential.
  - b. The college will distribute the survey to the department/unit faculty (including the two internal review committee members), staff, students, and other university personnel who interact in an official capacity with the chair/director.
  - c. The committee will be available to any interested parties who wish to discuss in person any matters related to the chair/director review.
  - d. At the committee's discretion, they may also seek information from other sources, including past department/unit annual reports.
  - e. Every effort will be made to ensure that all constituents will have ample opportunity to make their views known. All collected information will remain anonymous and confidential.
3. Committee Reports - The two external committee members will compose the two reports, while the two unit committee members will provide any context and insight necessary for interpreting the collected information. These reports will be an objective summary of the collected information and should not reflect the opinions of the committee members.
  - a. Full Report - This is a detailed report that includes a summary of the data collection process, a description of the collected information, and a discussion of the strengths and weaknesses of the chair/director as reported by the respondents.
  - b. Summary Report - This report is a one to two page summary of the full report. This summary should be appropriate for release to the faculty as well as the public in accordance with Florida statutes concerning evaluation materials.
4. Chair/Director Review and Response
  - a. The college will provide a copy of the full report to the chair/director under review.

- b. The chair/director will be provided five business days to provide a written response, if desired.
- 5. Faculty Advisory Vote
  - a. The college will provide a copy of the summary report to the department/unit faculty.
  - b. The college will arrange for a confidential vote of the department/unit faculty, in which faculty will express their wishes regarding chair/director reappointment. This vote will be unrecorded and results will be known only to the Dean.
- 6. Dean Review
  - a. All materials and collected information (Full Report, Summary Report, Survey Results, Optional Chair Response, and Faculty Advisory Vote) will be submitted to the Dean.
  - b. The Dean may meet with constituents during the review process to collect additional information.
  - c. All materials and information (Reports, Survey Results, Vote Results) are advisory to the Dean, who makes the final decision regarding reappointment.