

**DEAN REVIEW
UNIVERSITY LIBRARIES
WESTERN ILLINOIS UNIVERSITY**

Procedures

“Formal review of the Deans and their administrative units shall occur at least every four years. In the case of newly appointed Deans, the formal review will be conducted at the end of the second year in office.... Each college or administrative unit shall develop policies and procedures for the review.... A review process can also be activated by a petition signed by at least twenty percent of the supervised personnel (faculty and civil service).” [Academic Deans, 8/5/99. See Appendix A for Official WIU Provost’s Office Document]

1. To begin the process of reviewing the Library Dean, by the 2nd week of the semester immediately following the Dean’s 2nd (for the first review) or 4th (thereafter) completed year as Dean, the Dean Review Committee (hereinafter: the Committee) will be established. It will be composed of 5 members: 3 Library faculty and 2 Library civil service member.
 - A. The Library faculty will elect 3 Library faculty.
 - B. The Library Civil Service Advisory Council will elect 2 Library civil service member.
 - C. others may be added at the discretion of the Provost/ Academic Vice President.
2. The elected members will meet by the 4th week of that semester to elect a chair and to get the process underway. The Committee will complete its work by the end of that semester.
3. From the Provost, the Committee will obtain the Provost’s goals and expectations of the Library Dean and the Library for the time period under review.
4. The Dean shall provide a written self-evaluation based on the goals and objectives the Dean and Library have pursued during the evaluation period. That evaluation period shall be the previous two years after the Dean’s initial appointment and the previous four years thereafter. The Dean shall give the written self-evaluation to the Committee by the 6th week of the semester. The Committee will make it available for all Library faculty and staff to read.
5. After receiving the Dean’s written self-evaluation and the goal expectations of the Dean as presented by the Provost, the Committee may determine specific questions or clarifications they wish to have the Dean address. The Committee will meet with the Dean to discuss these questions and to reaffirm the goals and objectives as delineated in the self-evaluation.
6. The Committee will gather input in order to evaluate more fully the Dean’s professional

performance. The Committee will determine who should be asked to provide feedback and the best mode for getting it (e.g. survey on paper, phone interview, etc.). They may wish to have respondents indicate how often they have had contact with the Dean.

A. The Committee will seek input from all Library faculty. The Committee may create or adapt a survey similar to those found in Appendix B attached. All Library faculty including those on the Committee will be given the opportunity to fill out such a survey.

B. The Committee will seek input from all Library civil service members. The Committee may create or adapt a survey similar to that found in Appendix C attached. All Library civil service including those on the Committee will be given the opportunity to fill out such a survey.

C. The Committee will seek input from individuals in non-Library units housed in the Library.

D. The Committee will seek input from those individuals in the University community who have had direct professional involvement with the Dean during the period of review. These may include other deans, department chairs, library department representatives, building reps where the branch libraries are housed, computing bodies, student organizations, etc.

E. The Committee will seek input from individuals in state, national, and consortial groups with whom the Dean has worked during the period of review as identified in the self-evaluation or otherwise known.

7. The surveys will be compiled and summarized. Results of phone interviews will be summarized.

8. All surveys and other input collected will be treated as confidential. After all results are compiled and summarized, the committee will shred the originals. Individuals filling out surveys will do so anonymously unless they indicate they want to be contacted for further information. Surveys will be distributed with a deadline designed to have all input available to the Committee for analysis by the 11th week of the semester.

9. The Committee will analyze all of the data to identify patterns, areas of strength, and evidence of unmet goals.

10. The Committee will prepare a final report based on their findings and analysis. They will also prepare an executive summary of that same report.

A. The final report, with an evaluative summary of the Dean's overall performance, will include commendations, unmet goals, and desired improvements. To it will be appended the Dean's written self-evaluation and the compiled and summarized survey results. Copies of this final report will be distributed to the Dean, the Provost, and the President by the last week of the semester.

B. The executive summary will be a summarization of the final report and will be distributed to the Library faculty and civil service staff and be made available to the public by the last week of the semester.