

OU COLLEGE OF ARCHITECTURE ANNUAL DIRECTOR EVALUATION PROCESS

The following Annual Division Director Evaluation Process follows the guide of the OU College of Architecture Annual Faculty Evaluation Process and the OU Faculty Handbook which states that: "Chairs will be evaluated annually by their Dean and departmental faculty. Committee A (excluding the chair) shall prepare an annual evaluation of the chair's teaching, research/creative activity, and service (other than departmental administration) using the standard process and forms for faculty evaluations. For evaluating the administrative effectiveness of the chair, Committee A should solicit formal input from the entire faculty and staff of the unit. These evaluations, together with the Dean's evaluation of the chair's performance, will be discussed with the chair and will be used by the Dean as the basis for determining the chair's salary increase." OU Faculty Handbook Section 2.8.2: Departmental Administration. In the College of Architecture, the applicable terminology refers to Divisions and Division Directors rather than Departments and Department Chairs.

Part 1: Division Director Required Evaluation Deliverables:

- A. Per request of the Dean, the Division Director prepares the following material to submit electronically to the Dean and Chair of Committee A by approximately **February 1st**. The Provost and Dean set the specific due date.
1. A **self-assessment report** detailing documented administrative responsibilities dictated by the [OU Faculty Handbook in Section 2.8.2](#) Departmental Administration and any supplemental responsibilities agreed upon by the Dean and Division Director and summarizing the accomplishments of the year relating to these responsibilities.
 2. In addition to the administrative responsibilities described above, the Division Director is expected to be involved in teaching, research/creative activity, and service. The extent of involvement in teaching and research/creative activity should be determined by the Dean in consultation with the Division Director. In order to summarize accomplishments in these categories, Division Directors will complete the following documentation to submit to the Dean by approximately February 1st:
 - a. A mini-vita articulating accomplishments for the calendar year under review with updated information also included in the OU FAS system.
 - b. The summary report of annual evaluation form as provided by the Provost's office.
 - c. A narrative, self-assessing Teaching, Research/Creative Scholarship and Service performance for the evaluated year and narrative describing how objectives and goals from the evaluated year were met.
 - d. A brief narrative of objectives and goals to develop and improve Teaching, Research/Creative Scholarship and Service performance for the calendar year following the evaluated year.
 - e. Additional supportive material required by the Division of the Director such

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as teaching and research portfolios as required by and in the requested format described in the (Division) (Year) Annual Faculty Evaluation Document.

- f. An updated Expertise Profile in OU's Faculty Capabilities and Interests Database at <https://ors.ou.edu/CI/userlogin.asp>?

Part 2. Committee A:

A. For evaluating the administrative effectiveness of the Division Director, Committee A will solicit formal input with the Performance Evaluation of Division Director via anonymous online questionnaire. Self-Assessment Reports for each Division Director and Performance Evaluation questionnaires will be distributed via email by the Committee A Chair to the faculty of the respective Divisions by approximately **February 7th**, allowing time for review of the self-assessment reports, and will be available for completion within two weeks of the release date. Committee A will provide a summary of the scores and feedback from this evaluation questionnaire to the Dean. The rating system utilized will include the following Strongly Agree – 5; Agree – 4; Neutral – 3; Disagree – 2; Strongly Disagree – 1; Insufficient Information to Judge – 0. The following questions will be used to solicit input:

1. Makes decisions that are in the best interest of the division and college.
2. Makes decisions in a timely manner.
3. Works with others in an understanding and fair manner.
4. Is available for advice and consultation.
5. Is receptive to constructive suggestions for change.
6. Maintains effective internal communication, including seeking input and explaining major decisions.
7. Plans well and has a clear understanding of goals and priorities.
8. Handles day-to-day administrative responsibilities skillfully and effectively.
9. Is effective in identifying and maintaining relationships with external stakeholders in coordination with the college.
10. Is effective in identifying resources needed for the division and in working with the college to secure those resources.
11. Works with faculty and administration in identifying and recruiting promising and diverse faculty and staff as appropriate.
12. Is effective in retaining a diverse group of productive employees.
13. Encourages professional development of faculty.
14. Stimulates research and creativity.
15. Supports activities for teaching and improving learning outcomes.
16. Encourages interdisciplinary scholarship and teaching.
17. Places emphasis on academic quality and standards.
18. Communicates effectively with students.

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19. Effectively promotes curriculum revision and relevant and rigorous degree offerings.
20. Is an overall effective academic leader.
21. Maintains meaningful contact with faculty through one-on-one or small group meetings.
22. Comments.

Part 3. Committee A Chair:

- A. The Committee A Chair will submit the following to the Dean and Division Director by approximately **March 8**:
 1. Summary of scores and feedback from the Performance Evaluation of Division Director.

Part 4. Dean:

- A. The Dean will coordinate and convene a meeting with the Division Director after reviewing the evaluation deliverables required by the Division Director and the evaluation feedback provided by Committee A by approximately **March 17**.
- B. The Dean will add comments and assign scores to the Summary Report of Annual Faculty Evaluation.
- C. The Dean will prepare a Cover Memo for each evaluated Division Director explaining the evaluation results in respect to administrative responsibilities, feedback from division faculty, teaching, research and service. Each memo shall have a concluding paragraph that ties past performance together with the current performance discussed in the four areas of evaluation. This memo is to be included with other supporting documentation as part of the submission to the Provost.
- D. Within one week of the meeting with the Division Director, the Dean will finalize and sign the Summary Reports of Annual Evaluation and Cover Memo and submit copies to Division Directors by approximately **March 25**.
- E. Division Directors must resubmit their signed Summary Report of Annual Faculty Evaluation, along with Cover Memo and Mini Vita to the Dean by **April 01**.
- F. The Dean forwards the final Summary Reports of Annual Faculty Evaluation, Cover Memo, and Mini Vita for each Division Director to the Provost by approximately **April 04**.

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