Reviews of Deans of Schools are carried out at intervals of not greater than five years to provide useful feedback to the dean and to the provost. The purpose of the review is to provide ongoing constructive assessment of the School’s leadership and to enhance faculty participation in the governance of the School.

The review committee shall consist of nine members. The provost shall appoint four members from a list of at least ten provided by the Faculty Senate. Of the four members appointed in consultation with the Faculty Senate, two shall be from within the school of the dean under review, and two from outside the school. The list provided by the Senate shall approximately adhere to that ratio. In addition, the provost shall appoint five other members chosen at the provost’s discretion from amongst constituencies of the provost’s choosing, with the proviso that at least one of the five shall be a member of the faculty. The provost shall designate a chair of the committee, not a faculty member of the school in question. The primary role of the committee is to gather and compile information and advice from faculty and other pertinent constituents, and present and interpret it in a report to the provost. The information shall be gathered, and the report written, in a manner that preserves the anonymity of respondents.

The dean shall be notified in writing, and may at her or his discretion prepare a written statement of goals, accomplishments, and substantive activities in office, or other information the dean deems appropriate. The dean should have 30 days to prepare the summary statement, which should not exceed five pages. The provost will provide to the committee the dean’s summary statement along with a written charge, and copies of both shall be provided to the faculty of the school in question. The written charge will list all members of the committee and outline the process and schedule to be followed.

In conducting its review, the committee shall solicit broad input, by use of a questionnaire and other means of its choosing, including meetings and interviews, from the dean and from the faculty of the School as well as from other constituents within and outside the university. The questionnaire shall also provide opportunity for narrative responses and advice. The provost may provide guidance to the committee as to constituencies to be consulted in addition to faculty and as to the means of consultation. The dean’s summary statement shall be provided, as the provost may deem appropriate, to individuals other than faculty who are solicited for information and advice. Respondents should be informed that written responses will be compiled and made available, anonymously, to the provost and the dean.

The review shall include, but not be limited to, an assessment of:

- Leadership, judgment, ethics and commitment to academic and scholarly values
- Program and faculty development
- Fairness in treatment of faculty, staff and students
- Communication
- Administrative effectiveness
- Effectiveness in faculty appointments, retention and recruitment, including advancing diversity
- Developing internal and external resources
- Contributing to the advancement of university-wide goals
- Building constructive relations with external constituencies, including alumni
The review committee shall complete its work and submit a written report to the provost within 90 days of receiving its written charge. The report shall (1) describe briefly its procedures; (2) discuss important issues identified; and (3) present any conclusions and advice formulated. The report shall also include compiled results of the questionnaire and the narrative responses.

After meeting with the committee to review the report, the provost shall provide a copy to the dean (including the tabulated results and narrative responses) and discuss the findings and advice with the dean. The provost shall report to the faculty any actions resulting from the review. In addition, the committee shall report to the faculty its process – including such information as number of individuals queried or questionnaires and letters received, and the date of submission of its final report. The substance of the report shall, however, remain confidential.

Normally, the review process will be initiated in November of the academic year prior to the last academic year of an appointment term if the appointment is to be considered for renewal.