

## DIVISIONAL DEAN REVIEW

### Summary of Department Chair Interviews

All department chairs within the division should be interviewed.

Be sure to include the questions asked during interviews as an attachment to this report.

Provide a summary of the most common themes highlighted by departmental chairs.

All attempts should be made to avoid/limit identifying information.

Be sure to include strengths and areas for improvement.

### Summary of Faculty and Students Survey Findings

Briefly explain the procedures followed for surveying faculty and students. While no minimum response rate is necessary, all attempts should be made to send out at least one reminder email before the survey is closed.

Be sure to include response rates and include a copy of the survey/questionnaire utilized for the survey as an attachment to this report.

Provide a summary of the most common themes highlighted by faculty and students.

All attempts should be made to avoid/limit identifying information. Be sure to include strengths and areas for improvement

### Summary of Divisional & Departmental Staff Survey Findings

Briefly explain the procedures followed for surveying divisional and departmental staff.

Be sure to include response rates and include a copy of the survey/questionnaire utilized for the survey as an attachment to this report.

Provide a summary of the most common themes highlighted by staff.

All attempts should be made to avoid/limit identifying information. Be sure to include strengths and areas for improvement.

## DIVISIONAL DEAN REVIEW

<b>Summary of Divisional Dean, Other Administrator &amp; (as appropriate) External</b>
--

Interview the following individuals:

- Other Divisional Deans
- Dean of Graduate Studies
- Richard Alvarez (VP Enrollment & Student Retention)
- Bill Keller (VP Finance & Administration)
- Alicia Alvero (Associate Provost of Academic & Faculty Affairs)
- Other cabinet members as appropriate (including any recommended by the Provost)
- Consult with the Provost to determine if interviews with external constituents may be appropriate as well.

Be sure to include a copy of the questions asked during interviews as an attachment to this report.

Provide a summary of the most common themes highlighted by the divisional deans, the Dean of Graduate Studies, and any other administrators interviewed.

All attempts should be made to avoid/limit identifying information.

Be sure to include strengths and, if applicable, areas for improvement.

<b>Summary of Dean Interview</b>
----------------------------------

Interview the Dean for whom this review pertains.

Be sure to include a copy of the questions asked during the interview as an attachment to this report.

Provide a summary of the committee's findings. Be sure to indicate strengths and, if applicable, areas for improvement.

## DIVISIONAL DEAN REVIEW

### GENERAL RECOMMENDATIONS.

- It is recommended that a minimum of 3 committee members attend each interview (but no less than 2 committee members)
- The review committee should create a list of interview questions to use during interview sessions. While some questions will vary across interviews, please try to keep questions as consistent as possible across interviewees.
- The Provost's Office will help convert the interview questions into a survey tool
- The goal is to provide a written summary report to the Provost's Office within 60 days of being charged (there is much flexibility due to the holidays – aim for early within the Spring semester).