

School of Mathematical and Statistical Sciences Bylaws

POLICY 06: COMPREHENSIVE EVALUATION OF THE SCHOOL DIRECTOR

1. There are two separate procedures for initiating a comprehensive evaluation of the School Director:
 - a. The School Director must undergo an in-depth review process, including input from School faculty and staff at the beginning of the final year of their term. It is the Dean's responsibility to initiate this evaluation process at the appropriate time.
 - b. The tenured School faculty may initiate a formal evaluation of the School Director's performance at the request of a majority (at least 51%) of all tenured School faculty. The School Director is not eligible to participate in the voting on this matter.
2. In all of the above cases, the Dean and the 3-year Lecturers and the tenured and tenure-track School faculty, excluding the School Director, shall meet to establish by consensus the procedure to be used in the evaluation process, which shall be consistent with the general evaluation procedures for academic administrators in the Handbook of Operating Procedures¹ and transmit them to the Provost/EVPAA. During this meeting, a simple majority (at least 51%) of 3-year Lecturers and the tenured and tenure-track School faculty will constitute a quorum. The procedure adopted should ensure a high level of participation by the School faculty.
3. The Dean shall distribute tabulations of any data collected excluding written comments, in the evaluation process to all School faculty, the School Director, and Provost/EVPAA. The Dean may provide the written comments to the Provost/EVPAA regarding the outcome of the faculty and staff input, at the request of the Provost/EVPAA.
4. The School Director will be given an opportunity to discuss the School's evaluation with the Dean and/or the Provost/EVPAA.
5. As part of the comprehensive evaluation process, the Dean will conduct his formal evaluation, based in part on the faculty and staff input. Included in this evaluation should be an evaluation of strengths and areas in need of improvement and a recommendation to retain or remove the School Director. Copies of this recommendation should be provided to the School Director, and the Provost/EVPAA. The School Director may submit a written appeal of the Dean's recommendation within 10 business days.
6. The Dean's recommendation and report of the faculty and staff input will be forwarded to the Provost/EVPAA for a final decision. The School Director may also request a meeting with the Dean and/or the Provost/EVPAA at this stage, before a final decision is made.

¹ See UTRGV HOP Section ADM 06-301.E.4, noting that UTRGV HOP Section ADM 06-303.D.6.b requires input from faculty and staff