

<b>BGSU Firelands Governance Document</b>	<b>College Council</b>	<b>Firelands Dean Evaluation</b>
Approved by: <i>Andrew J. Kutz</i>	Date Revised 2/23/2018	<b>FC 3024</b>

### Purpose

Defines procedures used by the Faculty Chair and College Council in the preparation, administration, and analysis of the annual Firelands Dean Evaluation.

### Procedure

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| Faculty Chair     | Requests each department to randomly select one bargaining unit faculty member (BUFM) to the Dean Evaluation Committee, in the event that College Council is not comprised of a majority BUFMs. |
| Faculty Chair     | Reviews the previous year's evaluation, makes any necessary updates or edits, and circulates to Council/Dean Evaluation Committee members for comments and suggestions.                         |
| Council/Committee | Submits comments and suggestions to the Faculty Chair during the time interval allotted.  |
| Faculty Chair     | Finalizes the evaluation form, and sends a courtesy copy of the questions to the Dean.  |
| Faculty Chair     | Distributes the evaluation form to all campus employees via the University supported online survey platform.  |
| Faculty and Staff | Complete and submit the evaluation during the time interval allotted.   |
| Faculty Chair     | Creates relevant reports from the evaluation data gathered, and distributes confidential copies to all members of the Council/Dean Evaluation Committee.  |
| Faculty Chair     | Schedules an executive session of the Council/Dean Evaluation Committee to discuss the results and generate summary material for a memorandum to the Provost.                                   |
| Faculty Chair     | Writes a summary memorandum to the Provost, and submits a draft to the Council/Dean Evaluation Committee for review and comments.   |
| Council/Committee | Submits comments and suggestions to the Faculty Chair during the time interval allotted.  |
| Faculty Chair     | Submits the memorandum and evaluation results to the Provost.   |
| Faculty Chair     | Circulates a summary of the evaluation results to the BUFMs at BGSU Firelands.  |

### References

*BGSU Collective Bargaining Agreement Article 10. Section 3.*