Review of Department Heads Based on UIC Fac Senate Policy, Number 703, effective March 16, 2015: A combined process to address both the role of the Head and a Programmatic Review of the Department
Step 1.) Dean meets with Department Head (Unit Executive Office)

Dean Reviews Process & Expectations & Timeline

Step 2.) Unit Executive Officer Evaluation Committee

Dean
Appointment of UEOEC made, (total of 3-4 members) including external (on campus) member.

Chair (UEO of different Department)
“every effort should be made to ensure general representation from diverse elements of the unit.”

Step 3.) Department Head

Performs Self Study

Self study is initial step in the review
Step 4.) UEOEC develops an evaluation plan

Participants to be interviewed, data collection,
Input needed from faculty (>50% FTE); Additional input may be from other faculty, staff, residents, students, etc.

Step 5.) Information for the Review Process

Multiple sources: including written/electronic surveys, town halls, focus groups, interviews, rankings,
External Evaluator/Consultants

Criteria

(1) Academic Progress under the leadership of the head
Promotion, recruitment, retention

(2) Excellence of the Department under the Head? Quality of education (student data, research, service, clinical care) by faculty.

(3) Transparency of the Head decision making process, responsiveness to input from department faculty.

(4) Effective fiscal stewardship

(5) Clear evidence of faculty development (evaluation of all faculty)
Head’s Self Study
COD UEO-EC Internal Review
COD may bring in external evaluators
COD UEO-EV Report Preparation
Report Shared with Head and Department
Outcomes

- Report to the Dean (written)
- Two versions:
  - Confidential full version
  - Brief Evaluation Report to be shared with the Head.

Communication with the Head

- Dean
- Meets with the Head, reviews outcomes and management plans

Dean meets with the Department

(<6 wk following final report)

- Summarizes key observations
- Outcomes, reappointment or Transition