

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

**COLLEGE  
OF DENTISTRY**



## Step 1.) Dean meets with Department Head (Unit Executive Office)

Dean Reviews Process & Expectations & Timeline

Head



## 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

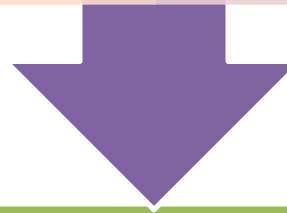
Performs Self Study

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)



**COLLEGE  
OF DENTISTRY**



# 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