

Guidelines for the Appointment and Renewal of Deans (July 18, 2014)

The President appoints the Dean of the College or School. When such an appointment is to be made, the VPAA convenes a Search Committee. In the case of the Schools of Education, Health and Human Services, and Business and Leadership, the Committee shall consist of the following members: five (5) members elected from among the full-time faculty (including clinical faculty) of the School in which the vacancy occurs; one (1) faculty member elected from among the full-time faculty of one of the other Schools or College; one (1) staff person selected by the VPAA; one (1) student, selected by the VPSD, from among the majors in the School in which the vacancy occurs. In the case of the College of Arts and Sciences, the Committee shall consist of the following members: eight (8) members elected, two each, from among the full-time faculty (including professors in professional practice) in the humanities, the social and behavioral sciences, the sciences and mathematics, and the fine and performing arts, respectively.; one (1) faculty member elected from among the full-time faculty of the other Schools; one (1) staff person selected by the VPAA; one (1) student, from among the majors in the College of Arts and Sciences, selected by the VPSD. The VPAA appoints a Chair of the Search Committee.

The search will follow all Nazareth College guidelines for actively seeking candidates from underrepresented groups.

The Search Committee will review all applicants, select those for a preliminary round of interviews, and select the finalists who will be brought to campus for interviews and a campus wide presentation. The Search Committee will receive and review references for each finalist. The Search Committee will submit to the VPAA and the President its evaluation of the strengths and weaknesses of each finalist, as well as a rank ordering of all candidates. The VPAA will submit her/his recommendation to the President. The deliberations of the Committee and the VPAA will be confidential.

The Dean shall be appointed for a five-year term that is renewable. The VPAA reviews the Dean's performance annually, using the following procedure:

1. In June, the VPAA initiates with the Deans a performance review, and School/College and individual goal setting for the coming academic year.
2. Each dean may utilize his/her own reporting format to provide written communication to the VPAA regarding (1) progress and status regarding School/College and individual goals of the previous year, and (2) goals for the coming year.
3. The VPAA completes a written narrative of each dean that includes performance highlights of the past year, the dean's role in the success and/or challenges of initiatives, and any areas of opportunity for improvement.
4. The VPAA meets privately with each dean to have a two-way conversation regarding the performance of the dean over the period of the previous year, success and challenges within each college/school, and review (and revise as needed) the strategic goals of the college/school and the personal goals of the dean set for the coming year.

The VPAA conducts a formal review in the fourth year to determine whether to recommend reappointment for another five-year term. To assist in this evaluation, the College will hire a firm to conduct a 360-degree evaluation that includes input from faculty, staff, students, other deans, senior administrators, alumni, and donors. The report will be submitted in confidence to the VPAA, who will make a recommendation to the President regarding reappointment.