

**College of Arts and Sciences**  
**PROCEDURE FOR THE EVALUATION OF PROGRAM DIRECTORS**

It is the responsibility of the dean of the College of Arts and Sciences to complete the evaluation of program directors in their unit in a timely manner. In the completion of the evaluation, the dean shall draw upon the results of a survey instrument administered as described in these procedures, F2.08C reports from the review period, and a written evaluative letter from the chair of the department. Unless stated otherwise, program directors are appointed for three-year terms. Formal evaluations of program directors should be performed during the fall semester of the third year of the program director's appointment.

The dean shall inform the program director prior to initiating the formal review.

The dean will arrange for the administration of the survey instrument to the program faculty in a manner that preserves confidentiality. The dean will compute summary statistics and provide the summary and raw instruments.

All full-time faculty who have been with the department for at least one year may participate in completing the survey.

The dean will survey adjunct faculty and/or staff as appropriate.