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MEMORANDUM

September 13, 2011

To: College Chairs, Unit Directors, Deans, Other Administrators

From: Scott Smith, Dean *M. Scott Smith*

Subject: Performance Review of Administrators

This is the year that all chairs, directors, and other administrators in the College are formally evaluated. Those who have been in their position for less than one year will not receive a formal evaluation but should submit the materials described below. Those who do not report directly to me may receive modified or added instructions from the Associate Dean to whom you report. Your evaluations will be completed no later than February 27, 2012. You will need to submit the material described below no later than January 12, 2012.

We are using essentially the same format as in past years, and again this year you will submit the concise summary report of your administrative contributions as a PDF or Word document via e-mail to AG-EVAL-L@lsv.uky.edu with your name in the subject line. The evaluation period and the report should cover calendar years '10 and '11. The report format is flexible, but you should not exceed 4 pages; 2 or 3 could be adequate in most cases. You can use narrative text, outlines, or bulleted lists. You should attempt to address all of the following points that are appropriate to your administrative position.

- Notable achievements or advancement in the department or area you administer (*Don't hesitate to emphasize truly significant contributions by your faculty or staff; the progress of your department is in many ways the most important factor in your evaluation.*)
- Significant administrative activities by you in support of your administrative area
- New initiatives or programs you have led or supported
- Major issues and challenges to which you and your unit have responded
- Leadership contributions beyond your own administrative area, at the college, university or external level
- Scholarly activity and other professional contributions by you
- Future issues and challenges, planning and priorities for your area.

It would be helpful to me if you use this list, as headings or outline points, to organize your report. The criteria on which you will be evaluated are reasonably well described by the list above.

The survey of faculty and staff in your unit will also be considered in evaluation of most administrators, particularly as related to management of budget and personnel, diversity, timeliness and quality of required submissions. The survey is being conducted on-line this year and will be available to faculty and staff in the coming weeks.

For academic chairs, the department-level reports including grants, publications, enrollment and other metrics will also provide supporting information during your evaluation. We will share this with you as it becomes available.

Administrators are evaluated on the same 5-point scale as faculty, http://www2.ca.uky.edu/deanadmin-files/Rating_Categories_08272011.pdf. I plan to schedule discussions with each of you, as appropriate, after evaluations are complete.

If you have questions about the process, please do not hesitate to contact Lisa Collins, me, or the Associate Dean to whom you report.