

## **Pamplin Administrative Review Process**

### **Policy 440**

**Proposed: October 21, 2021**

**Last Revised: March 14, 2022**

The Pamplin College of Business at Virginia Tech has established a policy of periodic administrative review. A review of each department head, assistant/associate department head and assistant/associate dean in the college will be scheduled on a five-year basis. If departmental faculty wish to request an evaluation of the department head outside of a scheduled review, they may do so if, in a faculty vote, at least 1/3 of the full-time faculty in the department support the request. The dean may also schedule a review of any college administrator when he or she believes this is in the best interest of Pamplin.

The review will not evaluate the administrator's teaching, research or discipline related service activities but instead review administrative activities and the accomplishments of the unit the administrator oversees.

The dean will appoint a committee to conduct the review after soliciting input from the department's full-time faculty (for a department-based administrator) or all full-time faculty (for an administrator not associated with a single department). The dean will endeavor to make the composition of this committee appropriate given the administrator's sphere of responsibility.

Typically, it will consist of:

- four to six full-time Pamplin teaching/research faculty (a majority of whom must be tenured)
- one associate dean or department head from another department

The dean may appoint additional members if he or she believes that they will improve the review process.

The committee will determine which groups from which to solicit input. Its goal should be to invite input from all faculty and staff who interact with the administrator under review in a significant way. For a department head review, typically input will be solicited from the departmental faculty and staff. For an associate/assistant dean review, typically input will be solicited from Pamplin department heads, Pamplin faculty and Pamplin staff. The committee may choose to seek input from additional individuals or groups. Participation is not mandatory.

The committee will determine the best way to solicit input. It may choose to use surveys, interviews and other means. However, the committee must provide the opportunity for anonymous input.

When the review is initiated, (early in the fall semester for scheduled reviews of department heads and assistant/associate deans), the committee will be called together by the Dean and provided instruction on conducting the review. At that meeting the committee will elect its own chair. The committee will take no longer than ninety (90) calendar days after its first meeting to conduct its review and present its final report.

The committee will meet with the person being reviewed at the beginning of the

process in order to fully understand the position including the scope of the work involved. During the final stage of the review, the committee will meet separately with the person being reviewed to discuss its findings and receive information. At the completion of the review, the committee will make a written report to the Pamplin dean. The Dean will then share this information along with recommendations to the person being reviewed and with the Provost.

The report of the committee shall be confidential and all notes of the committee members will be destroyed at the completion of its deliberation, except one copy of its final report. The Dean may meet with the departmental or College faculty to discuss the review process and the committee recommendations.

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