

COLLEGE OF CREATIVE ARTS

GUIDELINES FOR DIRECTOR REVIEWS

(Revised November 2021)

GENERAL GUIDELINES

Each Director in the College of Creative Arts will undergo an annual review, typically completed by the end of the academic year.

- There are two types of reviews:
 - **An Informal Review** - conducted each year
 - **A Formal Review** - conducted every fourth year. At the discretion of the Dean, Directors may be formally reviewed at any time.

- Reviews will consist of the following:
 - **Informal Review**
 - *Director's Self-Assessment*
 - *Directors Performance Survey*
 - Meeting with the Dean
 - **Formal Review**
 - *Director's Self-Assessment*
 - *Directors Performance Survey*
 - Convening of a *Director Review Committee*, which will compile a *Director Review Report*
 - Meeting with the Dean

INFORMATION ABOUT DIRECTOR'S SELF-ASSESSMENT

- The *Director's Self-Assessment* is a self-evaluation that a Director must complete as part of the review process.

- For the **Informal Review**, the *Self-Assessment* needs to be one to two pages and cover activities for the current academic year.

- For the **Formal Review**, the document needs to be no more than five pages and cover all aspects since the last formal review.
- As part of this assessment, Directors should submit evidence of professional accomplishments and leadership effectiveness (with primary focus on accomplishments as an administrative leader). Evidence may include but is not limited to documented progress toward School/Museum goals in alignment with College and University goals, initiatives, or priorities, school/museum productivity indicators, actions taken to strengthen school/museum conditions, and professional and leadership development experiences. Other Service activities to the School/Museum, College, University, community, and profession may be included. Directors are also to include any Research/Creative and/or Teaching activities that may have occurred during the review cycle. Directors should refer to the College's Roles and Duties of Directors to assist in completing this assessment.
- Documentation supporting the assessment is welcomed.

- Directors should submit their *Self-Assessment* to the Associate Dean, who will then submit it to the Dean (if undergoing a Formal or Informal Review). The Associate Dean will also forward this *Self-Assessment* to the *Director Review Committee* (if undergoing a Formal Review).

PROCESS FOR THE INFORMAL REVIEW

- An **Informal Review** of each CCA Director will be completed annually to assess the Director's performance and provide feedback.
- Directors will need to complete the one to two-page *Director's Self-Assessment*. Guidelines regarding this assessment are outlined above.
- To obtain an accurate and objective impression of the performance of a Director, a *Director's Performance Survey* will be used to obtain views of faculty and staff working in the Director's School/Museum, in addition to administration and staff of the College. Confidentiality of all responses shall be assured. The *Director's Performance Survey* will be solicited by electronic means and will include areas for optional comment.
- After the information is compiled by the Associate Dean and given to the Dean, the Dean will meet with the Director to discuss the outcome of the annual review, including the *Director's Self-Assessment*, the results of the *Director's Performance Survey*, and any observations of the Director's performance by the Dean and the Dean's leadership team. This meeting should be a participative process culminating in the identification of priorities and goals for improving the School/Museum as well as the Director's professional development. The results of this meeting will be documented in an annual evaluation letter for the Director. These evaluations should include progress toward attaining goals/objectives from the previous year and the setting goals/objectives for the coming year.

PROCESS FOR THE FORMAL REVIEW

- A **Formal Review** of each CCA Director will be completed every fourth year to assess the Director's performance and provide feedback.
- The Associate Dean, in consultation with the Dean and the Director who is to be reviewed, shall establish a schedule for the performance evaluation activities. It is expected that the evaluation review will normally be completed within a four-month period.
- The Dean will appoint a *Director Review Committee*. The committee membership for School Directors will be composed of a least two senior tenured faculty members; one non-tenured faculty member from the Director's home School, one staff member from the Director's home School or from the College; and one senior faculty member or Director from another School within the College. The committee membership for Director of the Art Museum of WVU will be composed of at least two museum staff members, one senior faculty member or Director from the School of Art and Design, and one faculty member or Director from another School within the College. Other members may be added at the discretion of the Dean. The Associate Dean will serve as an ex-officio chair of the *Director Review Committee*. The Associate Dean will inform the Director about the make-up of the *Director Review Committee*. The Dean will consider altering the membership if there are legitimate objections stated by the Director.
- Directors will need to complete the no more than five-page *Director's Self-Assessment*. Guidelines regarding this assessment are outlined above.

- To obtain an accurate and objective impression of the performance of a Director, a *Director's Performance Survey* will be used to obtain views of faculty and staff working in the Director's home School/Museum, in addition to administration and staff of the College. Confidentiality of all responses shall be assured. The *Director's Performance Survey* will be solicited by electronic means and will include areas for optional comment. The surveys should be solicited and completed at least one week prior to the initiation of the review by the *Director Review Committee*.
- The *Director Review Committee* will meet and review both the *Director's Self-Assessment* and the information collected from the *Director's Performance Survey*. The committee will be responsible for developing and forwarding a report of their findings to the Dean.
- If needed, the Dean will discuss this submitted report with the *Director Review Committee*.
- The Dean will meet with the Director to discuss the outcome of the formal review, including the *Director's Self-Assessment*, the results of the *Director's Performance Survey*, the report from the *Director Review Committee*, and any observations of the Director's performance by the Dean and the Dean's leadership team. This meeting should be a participative process culminating in the identification of priorities and goals for improving the School/Museum as well as the Director's professional development. The results of this meeting will be documented in an annual evaluation letter for the Director. These evaluations should include progress toward attaining goals/objectives from the previous year(s) and the setting goals/objectives for the coming year(s).