**Five-Year Evaluation of
Dean [name]**

**Dean’s Evaluation Committee for Dean [name]**

Final Report
Academic Year [YYYY-YYYY]

**UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN**

OFFICE OF THE PROVOST

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# Overview

[Summarizes key findings of the review. Paste Overview text here.]

# Review Process

[Outlines the activities of the committee (e.g., survey, open meetings of the faculty, individual meetings with key individuals, etc.). Edit the Review Process template text below and delete these instructions.]

This evaluation was implemented in accordance with the Provost’s Communication No. 24 and by a charge letter from the Office of the Provost on [charge letter date]. The Dean’s Evaluation Committee (DEC) is made up of [description of committee members dependent on requirements, e.g., representatives nominated by the college’s Executive Committee, per the [college] by-laws], and is chaired by Dean [chair name], [chair college]. Support from the Office of the Provost was provided by [liaison name]. The committee used the following procedures in conducting this evaluation:

1. Dean [last name] was invited to submit a written statement of accomplishments, goals, opportunities, and challenges. [They] did so on [date].
2. The committee met with Dean [last name] on [date].
3. An online survey of [number] scaled items and one open-ended question was sent to all faculty in the college. This survey was conducted anonymously.
4. An online survey of [number] scaled items and one open-ended question was sent to all staff in the college. This survey was conducted anonymously.
5. An online survey of [number] scaled items and one open-ended question was sent to undergraduate and graduate students in the college. This survey was conducted anonymously. [*Include if applicable:* The committee made itself available to the student leaders for interviews upon request.]
6. An online survey of [number] questions was sent to external stakeholders. Space was provided for opened-ended comments. This survey was conducted anonymously.
7. On [date], representatives of the committee met with the following members of the [college] unit leaders and department heads: [names].
8. On [date], representatives of the committee met with the following members of the [college] leadership team: [names].
9. On [date], the committee met with [college] leadership and the department heads of two of the academic departments: [names]
10. The committee made itself available for faculty and staff to visit with the committee for several hours on [date], [date], and [dates].
11. The chair of the committee held one-on-one conference calls with members of the Council of Deans, [vice chancellor name or other administrator outside college *if applicable*], and the [Directors of the [Institute names] or other special category, *if applicable*].
12. A subsequent committee meeting dealt with summarizing findings and then writing and revising the report.
13. The final report was submitted to the provost on [date].

# Interpretation of Data and Key Findings

[Summarizes themes that emerged in the evaluation data and process. Paste Interpretation of Data and Key Findings text here. These may be written in the form of: *After reviewing survey and interview feedback from college and university stakeholders, the following strengths of Dean [name] emerged: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*]

# Opportunities and Challenges

[Highlights key issues and opportunities for the unit over the next five-year period. Paste Opportunities and Challenges text here. These could take the form of: *The committee identified [number] areas in which Dean [name] has an opportunity to further increase effectiveness in the future: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*]

# Summary

[Overall assessment and impression of the evaluation committee. Paste Summary text here.]

# Appendices

[Actual survey instrument and results, open-ended comments, other materials.]