




*The UNIVERSITY of OKLAHOMA*  
*Mewbourne College of Earth and Energy*  
*Office of the Dean*

DATE: January 30, 2023  
TO: Directors and Committee A, Mewbourne College of Earth and Energy  
FROM: John K. Antonio, Interim Dean   
RE: Annual Evaluation of Directors

The elected members of Committee A are responsible for evaluating the performance of the director of their academic unit and submitting the appropriate materials to the Dean's Office each year by the first Monday in April. The materials required are:

1. The Summary Report of Annual Faculty Evaluation, evaluating the director in the areas of teaching, research, and service, including service as director.
2. A separate narrative evaluation of the effectiveness of the director as an administrator and leader. Prior to preparing the evaluation, Committee A should solicit input from the entire faculty and staff of the unit and then summarize their comments as part of the narrative evaluation. The original input gathered from faculty and staff should not be included in the materials shared with the director, but it should be attached to the evaluation materials submitted to the Dean's Office by Committee A. In addition, faculty and staff may submit letters regarding the director's performance directly to the Dean, where they will be reviewed and held in confidence. Committee A's narrative evaluation should address at least the following items:
  - a. Overall leadership of the unit, including strategic planning and success in achieving departmental goals.
  - b. The day-to-day administration of the unit (e.g., following policy, managing finances, meeting deadlines, supervising staff, effective use of space).
  - c. Relationships between the department and external constituencies to include other departments, the dean's office, VPRP, provost, alumni, donors, etc.
  - d. Efforts to promote the mission, vision, accomplishments, and goals of the unit.
  - e. Success in maintaining a supportive climate for faculty, staff, and students.
  - f. Effectiveness in providing transparency regarding access to departmental information, participation in departmental governance, finances, and input into departmental decision making.
3. The closing paragraph of the narrative should be an explicit recommendation from Committee A regarding the continued appointment of the director. Both the annual evaluation form and the narrative evaluation must be given to the director before final versions are submitted to the Dean's Office no later than the first Monday in April.



### **Director Self Evaluation**

In anticipation of a meeting with the Dean to discuss their performance, directors are required to submit the following information to the Dean no later than the first Monday in April:

1. A list of goals worked on during the past calendar year.
2. A summary of the progress made toward accomplishing those goals.
3. A list of goals to work on for the coming year.

For the purposes of this exercise, goals may include both administrative and departmental goals, as well as professional goals. This need not be a lengthy document. It should simply provide sufficient information so the Dean can understand each director's goals and evaluate their progress toward accomplishing them.

### **Director's Summary of Faculty Evaluations/Unit Mini-Vita**

The director should submit a summary of the faculty evaluations/mini vitae for the unit to the Dean's Office by the first Monday in April. Below is a list of the information that should be included:

1. General Information-
  - a. number of faculty; full-time, part-time, adjunct, instructor
  - b. number of faculty (from other units) providing support
  - c. number of staff
2. Students
  - a. Enrollment by semesters
  - b. Trend in enrollment both grad and undergrad
3. Measures of Performance and Productivity
  - a. Credit hours per FTE
  - b. students graduated (UG and G)
  - c. Student mentoring (esp. student orgs)
  - d. Research - expenditures, publications, proposals submitted and awarded
4. Professional Service
5. Honors and Recognitions
  - a. Faculty, staff, and students
  - b. National or professional association recognition
6. Advisory Board activities
7. Progress towards goals
  - a. Strategic Plan
  - b. Faculty searches and hires
8. A digital copy of the unit's annual/status report