

Creighton University School of Medicine Guidelines

GUIDELINE: Evaluation of Decanal Staff, Department Chairs, and other Senior Administrators

GOVERNING BODY: Executive Committee

APPROVAL DATE: November 21, 2022

REVISED DATE:

LCME ACCREDITATION STANDARD REFERENCE: 2.4 Sufficiency of Administrative Staff

PURPOSE

The purpose of this Guideline is to define the mechanism for evaluating department chairs, decanal faculty and staff, and other senior administrators.

DEFINITIONS

For the purposes of this guideline, decanal staff refers to the regional dean, senior associate deans, associate deans or assistant deans.

SCOPE

The Guideline applies to department chairs, division chiefs, decanal staff, and other senior administrators.

PROCEDURE

- 1) The annual evaluation time period will be from July 1 to June 30 each academic year.
- 2) During the first quarter of the academic year, the leader will develop goals, tactics and expected outcomes for their respective area.
- 3) The leader's manager (or designee) will meet with the leader to review the goals, tactics and outcomes to ensure they are in line with what is needed for the School of Medicine and the strategic plan.
- 4) Periodic meetings between the manager or designee with the leader will be arranged over the course of the academic year. These meetings should focus on the goals and outcomes that were developed during the first quarter of the academic year.
- 5) The annual review process will begin in the last quarter of the year. The leader will review and provide a progress report about their achieved outcomes and expected outcomes. This will be presented to the manager or designee during the review in either June or July.
- 6) The Office of Accreditation and Quality Improvement will prepare surveys specific to each leadership area. The surveys will be sent to relevant stakeholders for the leader. These surveys will be used to solicit feedback from faculty and staff about the overall performance of the leader.
- 7) The survey results will be shared by the manager or designee during the performance review. This review will also include a discussion of the leader's goals and outcomes.

ADMINISTRATION AND INTERPRETATIONS

The Dean is responsible for administration of this Guideline.