May 15, 2019

To: Department Chairs

From: Greg Frazier

Senior Associate Dean

Re: Schedule for 2019-2020 Periodic Review of Academic Administrators

Here is the schedule of due dates for the **Periodic Review of Academic Administrators** for 2019-2020.

Feb 4 Select Periodic Review Committee (PRC), PRC Chair, and inform Dean’s office

For reviews of department chairs:

-- Minimum of 5 members

-- At least 4 voting faculty members from department

Feb 5 Administrator submits CV and any other relevant materials to PRC

Feb 19 Send Questionnaire A to all members of department

Apr 8 PRC submits report to Dean

Apr 22 Dean meets with the Administrator to discuss report

May 6 Dean provides a final report to the Administrator and for their personnel file

Within 30 days the Administrator may submit a written response that will be added to personnel file

Academic administrators scheduled for review in 2019-2020:

-- Roger Meiners