



Date: August 13, 2018

To: Deans

From: Rafael L. Bras, Provost and Executive Vice President for Academic Affairs

Copy: Bonnie Ferri, Jennifer Herazy, Pat McKenna, Loraine Phillips, Leslie Sharp

Subject: Annual Evaluation of School Chairs and Position Expectations

This memo is an update of the memo initially sent December 9, 2015, and will be sent periodically as a reminder.

The *Faculty Handbook Policy 3.3.10: Process for 5-Year Comprehensive Review and Evaluation of School Chairs* states general criteria on which school chairs should be evaluated on both an annual and five-year review cycle. To ensure that Georgia Tech is in compliance with Board of Regents policy and accreditation requirements, described below are several mandatory specific actions related to the general criteria. The general criteria and these specific requirements should appear in the detailed position descriptions and offer letters. Nothing in this memo or the 5-Year comprehensive review process is intended to undermine the responsibility of higher administrators to make changes in leadership positions whenever it is deemed necessary or desirable.

As an essential part of demonstrating a commitment to the highest standards of quality in teaching and learning, school chairs are expected to oversee and ensure quality assessment of student learning outcomes for all degree programs offered within the school. By May 31st of each year, please ensure that all degree programs submit their results and actions for improvement in the Online Assessment Tracking System (OATS), found here: <https://webapps.gatech.edu/cfcampus/oats/index.cfm>. Should you have questions, please contact Loraine Phillips (loraine.phillips@gatech.edu).

Effective management of internal affairs of the School includes, but is not limited to, ensuring that all faculty and staff attend or otherwise complete all mandated training, and comply with disclosure protocols as outlined by federal and state law and by Board of Regents and Georgia Tech policies and procedures. These include, but are not limited to, conflict of interest reporting, ethics training, cybersecurity training, and sexual misconduct prevention, verification of participation, and vacation and sick reporting. School chairs are expected to adhere to and promote the USG Statement of Core Values – Integrity, Excellence, Accountability, and Respect – and to foster a positive working environment in the School (whether on campus, abroad, and/or virtual) characterized by a culture of inclusion, civility, and collegiality.

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To ensure fair and equitable performance evaluations and salary adjustments, school chairs are required to verify the completion of an annual written evaluation for all faculty and staff members in their school. This includes all full-time, part-time, and temporary employees.

For more information about these criteria and specific actions, please contact Leslie Sharp (leslie.sharp@gatech.edu) or Jennifer Herazy (herazy@gatech.edu).