Date: September 27, 2017  
To: Deans  
From: Rafael L. Bras, Provost and Executive Vice President for Academic Affairs  
Copy: Bonnie Ferri, Pat McKenna, Leslie Sharp, Jennifer Herazy, Loraine Philips  
Subject: Reminder – Annual Evaluation of School Chairs and Position Expectations  

This memo was initially sent in December 2015, and will be resent annually as a reminder and to inform those new to their positions.

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 both Board of Regents policy and SACS-COC accreditation requirements, described below are several required 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 intends 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 academic development, school chairs are required to oversee and ensure quality assessment of student learning outcomes for all academic programs offered within the school. School chairs are required to meet all reporting requirements as outlined by the Office of Academic Effectiveness.

Effective management of internal affairs of the School will include, but not be limited to, ensuring that all faculty and staff comply with mandated trainings and disclosure protocols as outlined by federal, state, Board of Regents, and Georgia Tech policies and procedures. These include, but are not limited to, conflict of interest reporting, ethics training, cybersecurity training, sexual misconduct prevention, verification of participation, and vacation and sick reporting. Further, school chairs are expected to foster a positive working environment in the School characterized by a culture of inclusion, civility, collegiality, and respect.

To implement fair and equitable performance evaluations and salary adjustments school chairs are required to conduct and 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 can be directed to Leslie Sharp (leslie.sharp@gatech.edu) or Jennifer Herazy (herazy@gatech.edu).