



**MEMORANDUM**

TO: WSU Pullman Academic Deans

FROM: Elizabeth S. Chilton, Provost and Executive Vice President

SUBJECT: WSU Pullman Dean Performance Reviews

DATE: November 16, 2023

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Following the lead of the President's Office and similar to last year, we will be conducting annual reviews for Deans on the WSU Pullman campus every other year. I will ask Kristina Peterson-Wilson to contact each of you and let you know whether you will be reviewed this year or next. **Please ensure you read the information provided below carefully and prepare the materials accordingly.**

For those with a performance review this year, an hour session will be held with each Dean to discuss college and personal accomplishments for the academic year (AY) 2023-2024 and goals for 2024-2025. The primary focus of this dialogue will be to discuss and agree upon goals for the coming year.

To aid in our discussion and provide you with an opportunity to describe your goals and accomplishments, I would appreciate receiving a short accomplishments report. When preparing your materials, please ensure your accomplishments and goals can be mapped to the System Strategic Plan and campus plans, as appropriate. Additionally, please utilize Academic Analytics to compare your respective college to those of our peers. You are certainly welcome to add peers, if needed. Data from Academic Analytics should be used to support the strengths and areas of improvement noted in your report.

Your annual report need not be long, nor include much narrative. I would encourage you to report activities in a short, bulleted format. The report should contain three sections:

1. *AY 2023-2024 College Accomplishments*: This section should be organized around previously established goals. I would also ask that you include progress toward addressing any special concerns and/or priority areas outlined in your previous annual reviews. If you have annual benchmarks for your college, you can also use these to organize and report past year accomplishments.
2. *College-level Goals for AY 2024-2025*: Provide a summary of major goals and accomplishments you hope to achieve during the coming year. Focus your goal statements on outcomes or outputs, as opposed to activities. Whenever possible, state goals in quantitative terms.

3. *AY 2023-2024 Personal Accomplishments and Goals for AY 2024-2025*: This section provides an opportunity for you to report research, teaching, and university and professional service activities. Please include professional development activities completed and/or planned for the coming year.

It is critical that we be resolute in our use of key performance metrics at each level of our institution (department, college, campus, university); this is consistent with the WSU System's commitment to data-informed decision making, as articulated in our System Strategic Plan. In the near future, we will distribute updated summary reports of key metrics for your college over the past five years. The summary will include data such as undergraduate FTE, majors, graduate student numbers, extramural funding, faculty FTE, and expenditures. Any corrections to this data should be made through Institutional Research and prior to submission of your annual review materials.

As directed by university policy, a 360-degree evaluation should be incorporated into all administrator reviews. This process for Deans will be initiated in March and the results will be shared with you during the annual review session. **A gentle reminder, annual 360-degree surveys for Associate Deans and Chairs/Directors should be conducted by the respective Dean; survey creation and dissemination is the responsibility of the respective college.**

My intention is that the process outlined above will be both constructive and mutually beneficial, while minimizing the administrative burden on all parties. Please submit your write-up to Kristina Peterson-Wilson ([kpeterson2@wsu.edu](mailto:kpeterson2@wsu.edu)) by May 24, 2024. Annual review meetings will be scheduled during the months of June and July.

Thank you for your continued commitment to academic and operational excellence at Washington State University.