### Policy Summary
A Renewal Review and Reappointment Process (Renewal Review) for deans is conducted to provide an opportunity for self-assessment and to gain feedback from school or college staff and faculty, as well as peers and other partners. The Renewal Review will be used to identify strengths and opportunities for improvement and provide a basis for the consideration of reappointment.

### Scope
All employees serving in the position of Dean of a School or College at the University of Michigan-Flint are included in this policy. If a Dean does not wish to seek renewal, this policy does not apply.

### Renewal Review and Reappointment Process

#### Timing
The Renewal Review will normally take place during the first half of the final contract year of service (e.g., if the contract ends June 30th, then the review should be completed no later than December 31 of the year prior).

#### Initial Steps
Before the beginning of the first half of the final contract year of service, the Provost will meet with the Dean to formally ascertain their interest in renewing their contract and to outline the Renewal Review process and timeline, as well as to answer any questions.

At that time, the Provost will also ask the Dean to prepare a short narrative of performance self-evaluation. This document should be no longer than five pages. Two to three pages should address past achievements (key accomplishments and challenges faced by the unit), while the remainder should look forward, laying out a vision for the next five years that not only informs the Provost and Chancellor but provides a basis for guidance should the Dean be reappointed. This narrative will be shared by the Provost with the Chancellor at the start of the first half of the final contract year.

#### Renewal Review Process
The Renewal Review process consists of the collection and review of the following:

1. Any performance evaluations conducted by the Provost during the current contract period.
2. Information gathered by the Provost through routine contact with the Dean and through reports of the Dean’s performance received by the Provost, e.g. accreditation reports, audits, internal reports, etc.
3. Written input regarding the Dean from school or college faculty and staff, Deans of other University of Michigan-Flint schools and colleges, members of the University of Michigan-Flint Cabinet, and, where applicable, partners such as members of the school or college Advisory Board, external partners, and/or alumni. The Dean will be given an opportunity to provide the Provost with a list of recommended partners, which the Provost can revise.
4. Solicitation of this input will be coordinated by the Office of the Provost and will invite feedback on such items as:
   - academic leadership and vision
   - good and responsible management
   - good communication practice
   - successful resource development
   - demonstrated commitment to diversity, equity, and inclusion
responsiveness to university priorities
• willingness to be collaborative, with both internal and external partners

Reappointment Recommendation Process
After considering the results of the Renewal Review, the Provost will make a recommendation to the Chancellor, which could be for a renewal of a term between one and five years, or could be against reappointment.

1. If the Provost recommends renewal, and if the Chancellor accepts the recommendation, the Provost will meet with the Dean to discuss the terms of reappointment. A renewal offer letter, including the reappointment terms, salary information, and return to faculty information, will be agreed upon prior to initiating the standard procedure to receive Regental approval.

2. If the Provost does not recommend renewal, or if the Chancellor does not accept the recommendation for renewal, the renewal review process is complete. In this case the Provost will notify the Dean. Discussions will occur with the Provost, Human Resources, and the Dean about their options, and about the timing and nature of communication to the school or college. An Interim Dean would be appointed as needed and/or a search process initiated.

In all cases, the Provost will communicate to the Dean, in writing, the decision taken. The Dean will also receive a summary of the range of input received in the course of the Renewal Review Process. This is intended to promote honest self-assessment and to improve performance.

Regental Approval
The Office of the Provost will coordinate with the Office of the Chancellor to initiate the process of receiving Regental approval for the reappointment.

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