

RESPONSIBILITIES OF THE CAP REPRESENTATIVE ON THE STEWARDSHIP REVIEW COMMITTEE

As required by the University, every five years, all Deans, Chairs and ORU Directors must be reviewed in relation to the stewardship of their unit. This review is distinct from an academic review of the individual. The accomplishments, stature and quality of the School/ Department/ Unit should be considered only as they reflect the Dean's/ Chair's/ Director's leadership. The stewardship review provides the dean/chair/director with helpful feedback to become more effective in his/her governance and leadership of the unit and assists those responsible for evaluating the dean/chair/director in making an appropriate assessment.

CAP has developed procedures to insure timeliness and confidentiality as well as the integrity and meaningfulness of the process. The Vice Provost, the Chair of the Review Committee, and the CAP representative each has a different role in the process. The CAP representative provides oversight of the process, guidance to the committee, and assurance of a fair and comprehensive review that considers both the reviewee's and the department/ORU/or unit faculty's interests.

Within this charge, the CAP representative has a number of responsibilities:

1. Attend all meetings, participating as an active member of the review committee in discussions and development of the report. The CAP Representative typically doesn't participate in the writing of the Final Report.
2. Provide information and clarification to the committee regarding review procedures, issues of confidentiality and expectations for the report.
3. Assure that the review has an adequate sampling of faculty, student and staff input that is as unbiased and comprehensive as possible, making sure that individual comments which may not reflect the normative response are thoughtfully considered.
4. During the course of the Stewardship Review (SR), the CAP Representative will bring concerns to a CAP meeting for discussion. That way, any questions that CAP might have can be raised with the representative and addressed with SRC members prior to the authoring of the Final Report.
5. Support the review committee chair in completion of a timely review process and written report.
6. Assure that committee members have the opportunity to a) contribute fully to decisions about the review, b) review and contribute to the report before any final draft is written for their signature.
7. Communicate with the reviewee no less than one week prior to their second session with the review committee. The goal of this meeting is to inform the reviewee of issues that have been raised during SRC deliberations and summarized in collaboration with the SRC chair. This meeting will allow the reviewee to adequately prepare for their final session with the SRC.
8. Assure that the written report protects the confidentiality of the department/ORU/or unit's faculty, staff and students who have provided input during the review process.

9. Present the report at a CAP meeting, putting the written document into the larger context of the review process and clarifying the review committee's recommendations.
10. Attend the reviewee's meeting with the faculty regarding outcomes of the review.