

MICHIGAN STATE UNIVERSITY

April 25, 2013

TO: Dr. Laura Dillon, Chairperson
University Committee on Undergraduate Education

FROM: Theodore H. Curry II
Associate Provost and Associate Vice President
for Academic Human Resources

SUBJECT: Review of Dean of Undergraduate Studies Doug Estry

In accordance with section 2.1.4.1 of the Bylaws for Academic Governance and the schedule for the review of deans, Dr. Doug Estry, Dean of Undergraduate Studies, is to be reviewed beginning in the Spring Semester 2013. The review of deans is a shared responsibility between the provost and the faculty. In the review of degree-granting college deans, the faculty are represented by the college advisory committee. For the review of the Dean of Undergraduate Studies, the University Committee on Undergraduate Education (UCUE) shall serve as the representative of the faculty.

The following is the procedure for the review of the Dean of Undergraduate Studies as agreed to with UCUE:

1. The Acting Provost informs the Dean of the initiation of the review process.
2. The Acting Provost and the Associate Provost/Associate Vice President for Academic Human Resources will meet with the UCUE to discuss the proposed procedures and the general nature of the review. No specific information on the Dean's performance is exchanged at this meeting.
3. Dean Doug Estry will prepare a short (5 to 7 pages) statement of his accomplishments during his tenure as Dean of Undergraduate Studies and his vision for the future for distribution to the UCUE, with any surveys used, and for inclusion in letters sent seeking input.
4. A questionnaire, accompanied by the Dean's statement, will be distributed to faculty and staff affiliated with the Office of the Dean of Undergraduate Studies for response.¹ (Additionally, input from MSU college deans will be sought via survey or requests for letters to the Provost as described in #7 below.) Technical support will be provided by the Institute for Public Policy and Social Research (IPPSR) at Office of the Provost expense. IPPSR will provide summaries of quantitative results



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¹ Copies of the most recently used questionnaires are attached for your information.

and a summary of the written comments for each question to the Provost, the UCUE, and the Dean.

5. After review of material from steps 3 and 4, as well as input received from students and/or other stakeholders, the Provost will meet with the UCUE to discuss initial findings. Following this meeting, individual private meetings (a maximum of 15 minutes) MAY be requested by UCUE members with one of the following: the Acting Provost; the Associate Provost/Associate Vice President for Academic Human Resources; or the Associate Provost/Dean of the Graduate School to discuss the Dean's performance. Such individual meetings are to be concluded preferably no later than September 30, 2013.
6. The Provost will meet with Undergraduate Studies administrators as a group to discuss their views on the performance of the Dean.
7. Letters (normally from a maximum of 10 individuals or groups) will be sought by the Office of the Provost from individuals and groups inside and outside the university, such individuals to be identified separately by the Dean and the UCUE. Relevant external individuals and groups will be identified as soon as possible and not later than May 15, 2013. Unsolicited letters may also be sent directly to the Acting Provost. All letters received will be seen only by the Acting Provost with major themes and commentary shared with UCUE.
8. The UCUE will notify faculty and staff who work with the Office of the Dean of Undergraduate Studies that they may write to the Acting Provost to express their views. Copies of these notices will be sent to the Acting Provost.
9. In addition, a block of time, not to exceed three hours in the aggregate, will be set aside for 10-minute interviews at the request of stakeholders, individual faculty/staff members, and ad hoc groups of faculty/staff with one of the following: the Acting Provost; Associate Provost/Associate Vice President for Academic Human Resources; Associate Provost/Dean of the Graduate School. (UCUE members will not have this option as such is provided for them in point 3 above). These interviews are to be concluded preferably no later than October 15, 2013. A notice of this option will be prepared by the UCUE and be disseminated to faculty, staff and stakeholders with a copy to the Associate Provost for Academic Human Resources. The Acting Provost or designees will meet with faculty by appointment. Phone Cindy Alex, 355-1524, for an appointment as desired.
10. The UCUE will meet with the Acting Provost prior to her meeting with the Dean. In addition to oral commentary, the UCUE may provide the Provost with separate written recommendations regarding the Dean's performance. UCUE may choose to release to Undergraduate Studies faculty and staff a summary of the survey results and/or their written report (if any) to the Provost.

11. The Acting Provost will meet with the Dean about the outcome of the review.
12. The Acting Provost will meet with the UCUE to report on the outcome of the review, including the meeting with the dean.
13. The Provost will meet as well with Undergraduate Studies administrators to report on the outcome of the review. At the discretion of the UCUE, the meeting of the administrators can be conducted with the UCUE meeting described in #12 above.
14. The review will conclude as soon as possible and no later than November 1, 2013. The Provost shall inform Undergraduate Studies affiliated faculty and Undergraduate Studies administrators and staff of the outcome of the review by way of a memorandum, without detailed comment or specifics.

It is understood that because this review will span two academic years, there will be different members of UCUE beginning Fall Semester 2013. Both the Office of the Provost and the membership of UCUE will work to make this transition as smooth as possible.

Attachments

c: Cindy Alex
Doug Estry
Karen Klomparens
June Youatt