



## Ohio Administrative Code

### Rule 3337-40-105 University executive administrative personnel processes.

Effective: July 30, 2025

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#### (A) Purpose

This policy provides administrative personnel processes for university executives, including the president, provost, vice presidents, and deans.

#### (B) Search

A search committee will be formed by the appointing authority, or their designee, to help identify, evaluate, and recommend qualified candidates for the positions set forth above, except for the position of president. The board of trustees will appoint the search committee for the president, which shall include representatives from major university constituencies and operate under the board's guidance.

Each committee must include representatives from key constituencies. For dean searches, this includes faculty, students, and a current dean. Half of the faculty members will be elected by faculty of the academic unit; the other half will be appointed by the provost after consulting department or school chairs. For all academic appointments including deans, a faculty member will serve as search committee chair.

The appointing authority, or their designee, will provide the committee with a charge and a general position description. For dean searches, the provost will develop this description in consultation with the committee.

#### (C) Appointment

In recognition of the importance of administrative continuity, the urgency of addressing quickly evolving university needs, and the value of internal leadership development, the president may, at her/his discretion, appoint individuals who currently report directly to the president to other



executive officer positions without initiating a formal search process, provided the following conditions are met:

The appointee must be a current university employee who holds a senior leadership position and reports directly to the president at the time of consideration.

The appointee must possess qualifications and experience that align with the responsibilities of the executive position.

Prior to making such an appointment, the president shall consult with the provost and at least one representative from the relevant major constituency (e.g., faculty, staff, or student leadership) to ensure transparency and shared governance.

#### (D) Evaluation

University executives will be evaluated on an annual basis for the purposes of salary review, identification of areas of administrative improvement, and personal development.

The president or provost will provide information provided by individuals who have supervised or worked for and/or with them over the course of the previous year.

In the case of deans, appropriate information will be sought from faculty by means of an annual questionnaire which contains both standard questions and questions specifically relevant to the academic unit of the dean. A committee of faculty, half of whom will be appointed by the faculty senators from the college or unit and half of whom will be appointed by the provost, will be created to assist the provost in administering and interpreting the questionnaire.

If the annual review indicates significant concerns with the performance of the administrative officer, the president or provost will work with the individual to identify specific steps for improvement. If significant concerns continue to be expressed in subsequent annual reviews and improvement is not made, the president or provost will give serious consideration to the termination of the administrator officer.



There should be a more comprehensive review during the fall of the fifth year (or each five years thereafter) to provide a more general appraisal of executive performance and accomplishment. An advisory committee will be appointed by the president or provost to assist with the comprehensive review. In the case of deans, the advisory committee shall consist of faculty from the college or unit, half of whom have been appointed by the faculty senators from the college or unit with the other half being appointed by the provost. Its report will be given to the person being reviewed as well as to the president or provost. In the case of deans, the questionnaire sent to the faculty shall include a summary question on the reappointment of the dean. Based upon the results of the comprehensive review the provost, in consultation with the advisory committee, shall recommend the time (not to exceed five years) for the next comprehensive review. If more than fifty per cent of the group I faculty recommend that a dean not be reappointed, a search for a new dean will be initiated.

The board of trustees is responsible for the annual review and the comprehensive review of the president. The board of trustees will conduct annual and comprehensive reviews of the president pursuant to the board policy for annual and comprehensive presidential performance reviews, as amended and updated by the board of trustees.