# Rater Aid FAQs

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| **Dean assessment overview**  Q. *Why is the dean being assessed*?  A. According to the faculty handbook deans are to be reviewed annually with a broader evaluation every three years including input from faculty and staff. Based on feedback across the university a process has been put into place for the broader review on the appropriate 3-year cycle. A committee comprised of representatives from the university community, including faculty, deans and staff worked together to update and implement an assessment process. The goal of the committee was to create a process that allowed for feedback on the Dean’s leadership styles, the climate they create, and to provide feedback for their continuing development.  Q. *Has this type of assessment been done before*?  A. This is the second year of this newly established process. The process was piloted last year with the Colleges of Arts and Sciences, Education, and Nursing.  Q. *Which Deans are being assessed this year*?  A. Deans of the School of Law, the Albers School of Business and Economics, and the School of Theology and Ministry.  **Process**  Q. *What is included in the current Dean’s assessment process*?  A. The Academic Assessment committee initiated this renewed Dean assessment process last year and decided that the focus of the assessment would be on the Dean’s leadership—i.e., on “how” they have performed in their roles—with the aim of providing each dean with useful developmental feedback. To accomplish this goal SU partnered with the Korn Ferry Hay Group, which provided instruments that have been previously validated and normed over large samples, including in the higher education sector.  The process has two components: (1) we invite all faculty and staff from each college to respond to online assessments; (2) we conduct interviews with a select group of individuals nominated by the dean and faculty to gather additional insights about the Dean’s performance.  In the fall of this year, each dean will share what she/he learned from their assessments in college-wide forum.  Q. *What is my role as a faculty/staff member and how should I expect to participate?*  A. You should expect an invitation email message from the Dean, a message containing links to the assessments from the Korn Ferry Hay Group ([diagnostics@kornferry.com](mailto:diagnostics@kornferry.com) and [VOICES@kornferry.com](mailto:VOICES@kornferry.com)), and potentially reminder emails throughout the assessment period until you submit your responses.  Your candid and thoughtful responses to the assessment items and the free response comment sections are critical to ensuring useful feedback for the Dean.  Q. *How do you report information to the Dean and protect my anonymity?*  A. Responses to questions in which you will select one option from a fixed set of options will be reported in aggregate form. Free text responses will be reported to the dean just as you wrote them. In neither case will it be possible for the dean or anyone else at SU to identify the author of the responses, unless you somehow identify yourself in a free text response.  **Assessment Logistics**  Q. *What assessment will I be taking*?  A. You will respond to Voices and Inventory of Leadership Styles/Organizational Climate Survey (ILS/OCS). You will receive an email with a link to Voices from ([VOICES@kornferry.com](mailto:VOICES@kornferry.com)) and a separate email from [diagnostics@kornferry.com](mailto:diagnostics@kornferry.com) with a link for the Inventory of Leadership Styles/Organizational Climate Survey (ILS/OCS).  Q. *When will the assessments be available for me to respond?*  A. You will receive an email invitation from Korn Ferry Hay Group ([diagnostics@kornferry.com](mailto:diagnostics@kornferry.com)) on Monday, February 19 and will have two weeks to complete your responses by Friday, March 5.  Q. *How long will it take to complete the assessments*?  A. For the Voices assessment it will take 30-45 minutes depending on the number and length of your comments. For Inventory of Leadership Styles/Organizational Climate Survey (ILS/OCS) it will take 30-45 minutes depending on the number and length of your comments.  Q. *Do I have to fully complete the assessment once I start*?  A. No, if you are interrupted, you may return to the assessment using the same link that we sent to you by email~~.~~  Q. *What if I don’t have enough information about the Dean to answer all questions*?  A. In the Voices assessment you have response options of either “don’t know” or “can’t rate clearly” for your use. In the Inventory of Leadership Styles/Organizational Climate Survey (ILS/OCS) you are not required to answer all questions to submit your input.  Q. *What if I have other feedback to include beyond responding to the questions asked*?  A. In the Voices assessment you may add comments on each question. In the Inventory of Leadership Styles/Organizational Climate Survey (ILS/OCS) you have a section called “Leadership Comments” on the Welcome page to provide additional comments.  Q. *How am I sure my responses to the assessment questions and comments have been successfully submitted*?  A. In the Voices assessment you will have an opportunity to review all your responses and the be sure to click on “Finish” button at the top left of the screen. In Inventory of Leadership Styles/Organizational Climate Survey (ILS/OCS) after all the items make sure to click the “Submit survey” button on the lower right of the screen.  Q. *If I have questions or problems when responding to the assessment, whom do I contact*?  A. You may reach out to Tom Kay at [thomas.kay@kornferry.com](mailto:thomas.kay@kornferry.com) or call 612-337-3643.  **Terminology**  Q. *What are the assessments referring to by means of the words “team”, “team member”, and “organization”?*  A. There are a few terms in the assessment questions that could be interpreted in multiple ways. For clarity we want to provide a common interpretation of these terms. For the purposes of the Dean assessment, when you see the term “team” it refers to the working group with whom you are most closely associated in your college/school; the term “team member” refers to a member of the college/school (faculty/staff); the term “organization” refers to your college/school.  **About the assessment tools**  Q. *What are the assessment tools that will be used and how were they selected*?  A. The Academic Assessment committee initiated this renewed Dean assessment process last year and decided that the focus of the assessment would be on the Dean’s leadership—the “how” they performed in the role-- with the aim to provide the Dean with actionable development feedback. To accomplish this SU partnered with an external firm, Korn Ferry Hay Group, who provided research based validated instruments that had been normed over large populations including higher education. These tools include Voices and the Inventory of Leadership Styles/Organizational Climate Survey. | | |
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