

**Attachment 4**  
**University Handbook, Section B123: Administrator Evaluation Procedures**  
**Approved by Faculty Affairs on January 20, 2009**

**PROPOSED CHANGES IN CONTINUOUS TEXT**

**B123.1** The term of office of department/unit heads, associate deans, and assistant deans, who report to the dean, hold faculty rank, and have supervisory or budgetary authority (referred to as academic administrators for purposes of clarity) will be specifically determined at the time of appointment but shall not exceed five years in length. Reappointment to additional terms is possible. Individuals in these positions serve at the pleasure of the dean who determines whether or not annual reappointment is appropriate. Reappointment to additional terms must include opportunity for input and due consideration of the views from the faculty, unclassified professionals, and other staff being served.

**B 123.2** College level administrators employed in unclassified professional positions, excluding those specified in B123.1, will be evaluated annually by a supervising administrator. (Refer to C41.4).

**B123.3** The reappointment of academic administrators, who hold appointments with supervisory or budgetary authority, to additional terms shall be considered after a review which includes a reappointment advisory committee. (Refer to C157 for dean five-year evaluations.)

**B123.4** During the last year of the academic administrator's tenure, the dean of the college will request the academic administrator to write a self-assessment of his or her activities since initial appointment or last re-appointment.

**B123.5** The formal process of the evaluation will be initiated by a letter from the dean to those designated to provide input. The letter to the recipients will explain the process and state that an opportunity to provide feedback will be forthcoming and that an advisory committee will be appointed (feedback may be solicited through a variety of means (e.g., surveys, focus groups, letters, etc.). A copy of the summary of the over-arching expectations of the dean under which the academic administrator has been operating will be made available to those providing input. Designated respondents will include faculty with tenure, tenure track, regular instructor appointments, unclassified professionals, and other staff within the group being served. This definition will be subject to some modification where indicated (e.g., the libraries and extension service). The changes in definitions will be agreed upon between the dean and the academic administrator. If requested by the academic administrator, and agreed to by the dean, evaluation materials can be collected from other groups (e.g., students, constituent groups, etc.).

**B123.6** The reappointment advisory committee will be appointed by the dean and will reflect recommendations from the group served. The reappointment advisory committee, composed of faculty, unclassified professionals, and other staff members who are representative of the groups served, shall act in an advisory capacity to the dean. Students, alumni, and representatives of other university-related groups may also be named as members of the reappointment advisory committee.

**B123.7** The reappointment advisory committee, with the aid of administrative support staff (administrative staff can include the Office of Planning and Analysis or another group empowered by the dean), will collect feedback for the review. The method of feedback shall provide opportunity for input on performance relative to established missions and goals, and on the overall effectiveness of and confidence in the department/unit head, associate dean, or assistant dean.

**B123.8** The reappointment advisory committee shall keep the faculty, unclassified professionals, and other staff of the group being served regularly informed of the status of the review. The feedback results will be summarized by the reappointment advisory committee or administrative support staff. Written comments will be transcribed and compiled by question, protecting respondent confidentiality. Unsubstantiated allegations will not be included in the results, but will be subject to inquiry by the dean at his or her discretion.

**B123.9** The reappointment advisory committee will write a report for the dean which summarizes strengths, weaknesses, issues of substance which need to be addressed and an overall recommendation for appointment or non-reappointment. A draft copy of this report will be provided to the academic administrator being reviewed. The academic administrator can, if he or she desires, respond to the committee in writing concerning the draft report. After due consideration of any responses from the academic administrator, the committee will produce a final copy of the report for the dean and will forward any responses from the academic administrator to the dean.

**B123.10** Confidentiality is expected for the committee members concerning all evaluation materials, committee deliberations, and final recommendations. Confidentiality for committee members is a matter of both ethics and policy.

**B123.11** To be reappointed, the administrator should have, by a majority, the support of the faculty, unclassified professionals, and other staff under his/her supervision as well as the concurrence of the dean. The committee's recommendations are advisory in nature. The final decision resides with the dean, subject to the approval of the provost. If the dean's decision as to reappointment is contrary to a recommendation from a majority of the committee, he or she will meet with the committee members to explain the reasons for not accepting the committee's recommendations.

**B123.12** The dean will meet with faculty and staff of the department or unit to announce the outcome and discuss relevant issues.