

## Attachment 8

### University Handbook, Section B123: Administrator Evaluation Procedures

Approved by Faculty Affairs on January 20, 2009

Revised and approved by Faculty Affairs on April 21, 2009

#### PROPOSED CHANGES IN CONTINUOUS TEXT

(Bold language indicates revisions made after the first reading at the April 14, 2009 Faculty Senate meeting)

**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. Individuals in these positions serve at the pleasure of the dean who determines whether or not annual reappointment is appropriate, **subject to the approval of the president. These academic administrators are eligible for reappointment to additional terms of up to five years. To be reappointed, the administrator should have the support of the majority of the faculty, unclassified professionals, and other staff under his/her supervision, as documented by a vote, which is advisory and taken in a secret ballot, and the concurrence of the dean.** Prior to reappointing an administrator to an additional term, the dean shall, in consultation with the faculty, unclassified professionals, and other staff being served, establish an advisory committee representative of the department or unit to obtain input from the faculty, unclassified professionals, and other staff being served, and provide the dean an advisory recommendation. **The dean shall consider the advisory committee's recommendation before reappointing an administrator. In the case of department chairs, the vote is not advisory, since chairs are directly elected by their faculty rather than appointed by the dean.**

**B123.2** 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*** During the last year of the academic administrator's tenure, the dean of the college will request that the group served recommend a list of faculty, unclassified professionals, and other staff member serve on the academic administrator's reappointment advisory committee. The dean will review the list to ensure that the committee is representative of the groups served then select a committee is representative of the groups serve. 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 used to collect the feedback shall ensure the privacy and anonymity of respondents**, 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. **Electronic mail is neither secure nor anonymous, and should not be used to solicit, provide or report feedback.**

***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 solicit and document the votes of the group served, the reappointment advisory committee in consultation with the Office of Planning and Analysis or another group empowered by the dean shall develop a secure survey instrument that protects the privacy and anonymity of respondents and can be administered and scored online. The survey shall

**provide for narrative comments, ratings of specific performance areas listed on the self-evaluation, plus any unit-specific performance areas and for a vote of Yes, No or Abstain in answer to the questions of whether the administrator should be reappointed. The data will be compiled and presented so that summary and other statistics will be standard outputs, along with an anonymous listing of the narrative comments. A summary of respondents' input will be provided to the committee for its report to the dean.**

***B123.12* To be reappointed, the administrator should have the support of the majority of the faculty, unclassified professionals, and other staff under his/her supervision who responded to the request for feedback as well as the concurrence of the dean. If the dean makes a reappointment that is against the wishes of a majority of the faculty and staff, the dean will schedule a meeting with the faculty, unclassified professionals and other staff to give a rationale for the reappointment. At this meeting, the dean will give the reappointment advisory committee, faculty, unclassified professionals, and other staff an opportunity to respond to her or his decision.**