

Attachment 9
University Handbook, Section B123
PROPOSED CHANGES
Revised 4-21-09

-Struck through text are proposed deletions to current University Handbook <http://www.k-state.edu/academicservices/fhbook/>.

-Italic sized text is proposed edits/additions to the current University Handbook

~~B123 DEPARTMENT HEAD EVALUATION PROCEDURES. Five-year review.~~

ACADEMIC ADMINISTRATOR EVALUATION PROCEDURES. Five-year review. (Excludes deans, see Section C157 for Dean's Evaluation Procedure).

B123.1 The term of office of department/unit heads, *associate deans, and assistant deans* ~~and college level administrators~~, who report to the dean, *hold faculty rank*, and have supervisory or budgetary authority (*referred to as academic administrators for purposes of clarity*) ~~(usually associate deans or those with equivalent responsibility)~~, 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, *subject to the approval of the president. This determination must include opportunity for input and due consideration of the views from the faculty, unclassified professionals, and other staff being served.* 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.*

B 123.2 College level administrators ~~holding~~ *employed in* unclassified professional positions, *excluding those specified in B123.1*, will be evaluated annually by a supervising administrator (*Refer to C41.4*). ~~At least once every five years, faculty, unclassified professionals, and other staff being served by this position will be given the opportunity to provide input concerning the evaluation of the responsible administrator.~~

B123.3 The reappointment of ~~department/unit heads and college level administrators~~, *academic administrators*, who hold appointments with supervisory or budgetary authority (~~usually associate deans or those with equivalent responsibility~~), to additional terms shall be considered after a review, which includes a reappointment advisory committee. (Refer to C157 for dean five-year evaluations ~~see C157~~). **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.* **B123.6** *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. The reappointment advisory committee, primarily composed of faculty, unclassified professionals, and other staff members who are representatives of the groups served, shall act in an advisory capacity to the administrator responsible for making the reappointment dean. As circumstances require, Sstudents, alumni, and representatives of other university-related groups may also be named as members of the reappointment advisory committee. but the majority of its membership will consist of faculty when the administrative position has academic responsibilities. The reappointment advisory committee will be appointed by the administrator responsible for making the reappointment and will reflect recommendations from the group served

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. Allegations of an Unsubstantiated allegations nature will not be included in the results, but will be subject to inquiry by the dean at his or her discretion.*

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 ~~solieit~~ feedback will be forthcoming and that an advisory committee will be appointed (feedback may be solicited through a variety of means like (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 the survey respondents. 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.). As a component of the reappointment advisory committee's review, a confidential written survey will be sent to all faculty, unclassified professionals, and other staff holding appointments of five tenths time or more within the group being served. The survey 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 or college level administrator (included in **B123.5**).* **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. The reappointment advisory committee, with the aid of administrative support staff, shall compile the results of the survey, and report the results as well as its recommendation to the administrator responsible for making the reappointment. The specific source of all input will be held in*

absolute confidence, and verbatim comments shall be edited to preserve confidentiality (~~moved to B123.8~~).

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 from 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, ~~by a majority, have the support of the majority of the faculty, unclassified professionals, and other staff under their~~ his/her supervision who responded to the request for feedback as well as the concurrence of the responsible administrator. ~~dean. If the opinion of the dean responsible administrator and that of a majority of the faculty, unclassified professionals, and other staff being served differ in regard to the reappointment decision, the next higher level administrator will assist in resolving the impasse. If a reappointment is made against the wishes of a majority of the faculty and staff, the rationale for the reappointment will be given to the faculty, unclassified professionals, and other staff by the administrators involved at a meeting called for that purpose. At this meeting, the reappointment advisory committee, faculty, unclassified professionals, and other staff will be given the opportunity to respond. 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.~~*

~~This policy also applies to the Graduate School and the Division of Continuing Education.~~
