

Attachment 3

University Handbook, Section B123: Administrator Evaluation Procedures

Approved by Faculty Affairs on January 20, 2009

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Revised 11.2.09

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. **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.**

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 Dean shall consider the reappointment of an academic administrator with supervisory or budgetary authority to an additional term only after the establishment of an advisory council and a review.

B 123.4 During the final year of the Academic Administrator's term of appointment, the Dean will send a letter to all individuals who work under the supervision of this academic administrator. This letter will initiate the formal process of the evaluation, explain the process, state that an opportunity to provide feedback will be forthcoming, and note that an advisory committee will be appointed. The Dean will provide a summary of the Academic Administrator's job expectations to those providing input. The Dean and the academic administrator will confer and reach agreement on the job summary. Potential respondents will include faculty with tenure and on tenure track, regular instructors, unclassified professionals, and all other staff within the group being served. 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.).

B123.5 The dean of the college will request that the academic administrator write a self-assessment of his/her activities since initial appointment or last re-appointment.

B123.6 To solicit and document the feedback of the group served, the Office of Planning and Analysis or another group empowered by the dean (administrative support staff), shall

develop a secure survey instrument that protects the privacy and anonymity of respondents. The survey shall provide for narrative comments, ratings of specific performance areas listed on the self-evaluation, unit-specific performance areas, and a final question/statement addressing the possibility of reappointment. The administrative support staff will collect feedback for review. The **method used to collect the feedback shall be private and anonymous.** Electronic mail is neither private nor anonymous, and should not be used to solicit, provide or report feedback

B123.7 After the materials have been administered, the dean will request that the group served recommend a list of faculty, unclassified professionals, and other staff members to serve on the academic administrator's reappointment advisory committee. The dean will review the list, then select a representative committee. Students, alumni, and representatives of other university-related groups may also be named as members of the reappointment advisory committee.

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 administrative support staff. Written comments will be transcribed and compiled, protecting respondent confidentiality. **The data will be compiled and presented so that the summary and other statistics will be standard outputs, along with an anonymous listing of the narrative comments.** Unsubstantiated allegations will not be included in the results, but will be subject to inquiry by the dean at his/her discretion. **A summary of respondents' input will be provided to the committee for its report to the dean.**

B123.9 The reappointment advisory committee will write a report for the dean, which summarizes strengths, weaknesses, and issues of substance which need to be addressed. The committee will make a 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, the committee will produce a final copy of the report and an advisory recommendation 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 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. **The dean shall consider the advisory committee's recommendation before reappointing an administrator. 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 group being served to give a rationale for the reappointment and an opportunity to respond to his/her decision.**

B123.12 Those departments who elect a chair follow the departmental internal evaluation procedures.