

Administrator Evaluation Process¹

1. Chairs, program heads, and deans will be appointed for a term of no less than three years and no more than five years. Under normal circumstances they will be eligible for renewal. Such administrators shall be reviewed no later than during the third year of their first term and no less frequently than every fifth year thereafter, preferably in the penultimate year of their term.
2. A) The Provost or the Provost's designee shall initiate administrator evaluations and, except as noted in B), shall have the discretion to determine the manner in which to conduct the review, who would be involved in the process, and what the scope of the review may be.

B) Once the Provost or Provost's designee commences an administrator evaluation, or at the discretion of the Senate Agenda Committee, the Administrator Evaluation Oversight Committee (AEOC) of the Faculty Senate will select an administrator review team composed of two or three full-time faculty members who will survey the faculty served by the administrator being evaluated. The administrator review team will prepare a report on the administrator's leadership in matters of concern to the faculty, and submit it to the AEOC of the Faculty Senate for editorial review. The AEOC will edit the report to expunge identifying references to the originator of specific comments and of personal references. Specifically, if there are matters in that report that the AEOC believes are of a highly personal or intimate nature, or that harass, threaten, defame, or slander the administrator, or make invidious reference to the administrator's race, religion, national origin, ethnicity, age, gender, marital status, sexual orientation, veteran status, genetic makeup, or disability, the AEOC will edit the report in a manner that omits these matters or deals with them in an unobjectionable manner. The AEOC will then send the report to the administrator being reviewed and to their supervisor. The administrator will have five business days to review the report in conjunction with their supervisor and request deletions of comments that they believe are of a highly personal or intimate nature, or that harass, threaten, defame, or slander them, or make invidious reference to their race, religion, national origin, ethnicity, age, gender, marital status, sexual orientation, veteran status, genetic makeup, or disability. The AEOC will consider these requests, with the legal assistance of an attorney from the General Counsel's Office, and will then make the appropriately redacted version available at the Faculty Senate Office, as specified below. The administrator review team's report will become part of the evaluation being prepared by the Provost or Provost's designee or will be submitted directly to the Provost or the Provost's designee.

¹ Passed by the Faculty Senate, 30 January 2013 by a vote 31-0-0; approved by Provost Director 12 March 2013; BOT approval not required..

A copy of the final version of the report shall be made available for review at the Faculty Senate Office to all full-time faculty members within the unit.

If the AEOC has edited or deleted any materials, on its own motion or in response to a request from the administrator, that the AEOC believes raise questions of the propriety of the administrator's behavior, the AEOC will so inform the administrator's supervisor in order to permit the supervisor to initiate an appropriate investigation into these questions.

3. The Senate Agenda Committee will appoint an Administrator Evaluation Oversight Committee to implement evaluation procedures. Its members will be chosen from the university at large, to be composed of three faculty and two administrators. The AEOC will:
 - A. develop evaluation instruments in consultation with the Senate Agenda Committee;
 - B. appoint the faculty for each evaluation team, as described in section 2.B) above;
 - C. schedule the sequencing of evaluations for individuals in units and provide each team with a reporting deadline;
 - D. review all reports from the administrator review teams, analyze the results for institutional patterns, and provide a report and recommendations to the Senate Agenda Committee, to the Provost or appropriate vice president, and to the President;
 - E. suggest changes in the procedures and/or evaluation instruments, as deemed necessary.
4. Non-academic units (*i.e.* those without faculty members) may be evaluated at the discretion of the Senate Agenda Committee, which will determine the timing and manner of the evaluation and the composition of the administrator review committee. The evaluation will be provided to the person in charge of the unit and his or her superior. A version of the report, expunged of identifying references to the originator of a specific comment(s) and of personal references, may be used as a basis for Senate resolutions.

5. Evaluation of the Provost

The Provost shall be evaluated on three-year cycles, or less if requested by the President, and be under the general oversight of the Administrator Evaluation Oversight Committee.

The report arising from the evaluation, once reviewed by the AEOC and expunged of identifying references to the originator of a specific comment(s) and of references that are personal and invidious, shall be sent to the Provost and to the President. The Provost will have five business days to review the report in conjunction with the

President and request deletions of comments that the Provost believes are of a highly personal or intimate nature, or that harass, threaten, defame, or slander the Provost, or make invidious reference to the Provost's race, religion, national origin, ethnicity, age, gender, marital status, sexual orientation, veteran status, genetic makeup, or disability. The AEOC will consider any such requests, with the legal assistance of an attorney from the General Counsel's Office, and will then make a copy of the appropriately redacted version available at the Faculty Senate Office for review by all full-time members of the faculty.

Faculty Senate