FS-19-063 (FS-19-001-Substitute) - FSH 3320 C. – Administrator Evaluation

C. ANNUAL PERFORMANCE EVALUATION AND REVIEW OF ADMINISTRATORS HOLDING FACULTY APPOINTMENTS. This policy applies to all administrators holding faculty appointments including, but not limited to, those reporting directly to the provost and deans.

C-1. Annual Performance Evaluation of Administrators. Each administrator holding an appointment as a faculty member shall complete a position description pursuant to FSH 3050, and shall complete the annual performance evaluation process described above. The performance evaluation shall be conducted by the person to whom the administrator directly reports. The evaluator shall seek input from the unit administrator of the unit in which the administrator holds a faculty appointment regarding the evaluation of Teaching and Advising, Scholarship and Creative Activities and Outreach and Extension to the extent the administrator’s position description includes expectations in these areas. The evaluator shall also review the administrator’s performance in the area of University Service and Leadership. An administrator’s annual performance evaluation shall be completed using the Faculty Annual Performance Evaluation form appended to this policy. The review shall state whether the administrator met or did not meet expectations.

C-2. This annual evaluation of administrators in the area of University Service and Leadership shall focus on the responsibilities set forth in FSH 1420, if applicable, the responsibilities set forth in the unit bylaws, if applicable, and the expectations set forth in the administrator’s position description. The evaluator shall ensure that faculty and staff interacting with the administrator have the opportunity to provide confidential feedback regarding the administrator’s performance to the evaluator. The evaluator may use Form 2 (linked at the bottom of this policy) or other mechanisms to gather such feedback. All feedback will be collected by Institutional Effectiveness and Accreditation (IEA) to maintain confidentiality. Identifying information will be redacted from the feedback by IEA before the feedback is provided to the evaluator.

C-3. No Expectation of Continued Service. Administrators do not have an expectation of continued service in their administrative appointments. The President, Provost and/or Dean may determine at any time that it is not in the best interest of the university, college or unit that the administrator continue to serve in his or her administrative capacity.

C-4. Review Initiated by Faculty. An administrator review may be initiated through a petition signed by at least 50% of the faculty members in the unit and delivered to the provost. The names and percentages of faculty signing the petition shall be maintained in confidence by the provost.

1. A review under this sub-section shall be conducted by a three person committee appointed by the provost or dean composed of at least one individual in similar positions to the administrator as well as at least one tenured faculty member from the unit. The review shall focus on the administrator’s performance of the responsibilities.

2. The committee shall consider the following information:
   a. Any report submitted by the administrator regarding their performance;
   b. Input from the administrator’s supervisor regarding their performance;
   c. Input from the faculty and staff in the unit;
d. Input from other constituencies that engage with the administrator.

3. The committee shall prepare a written report summarizing its findings and recommendations regarding the administrator's performance. This report shall be provided to the administrator. The administrator shall have the opportunity to respond to the committee report. The committee report, and any response, shall be forwarded to the administrator's supervisor and the provost.

4. The supervisor and provost may provide further feedback and performance recommendations to the administrator based on the report.

5. Upon completion, the supervisor or provost shall notify the faculty in the unit of the review.