

**Motion to be presented to Faculty Senate 5/17/11**  
**Evaluation Coordinating Committee Guidelines and Suggested Procedures**

**Motion:**

The Faculty Senate Executive Committee unanimously recommends acceptance of the following suggested procedures.

**Suggested Procedures:**

The Evaluation Coordinating Committee (ECC) has established a regular schedule for evaluating each administrator every four to five years. At its first meeting, the committee in consultation with the Faculty Senate Executive Committee decides which senior administrators to evaluate. The list of eligible administrators

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The ECC has no other responsibilities.

**Explanation:**

The Faculty Senate Executive Committee asked the current Evaluation Coordinating Committee to review the guidelines for evaluation and amend them to reflect current and recent practice. The original Resolutions were passed in 1996-97 prior to evaluation of any administrators. The Faculty Senate Executive Committee approved updates in 2004. Over the fifteen years of experience with evaluations, a set of practices has evolved that are followed from year to year and changes in technology have altered cost and confidentiality concerns.

The ECC's proposed guideline revision streamlines the guidelines from 14 pages to a single page of procedures which describes current and recent practice. The list of administrators to be evaluated has been updated to reflect current administration organization and titles. Since evaluations are not tied to terms in office, references to recommendations by the ECC for renewal or non-renewal have been dropped.

The major changes in the guidelines relate to the evaluation of deans. The original guidelines specified a very complex process of evaluation of deans by evaluation committees chosen by the units and overseen by the ECC. Several of the profession schools have in the past forwarded evaluations conducted by internal groups to the ECC, but there has never been an evaluation of a Dean of Harpur College using the complex procedure described in the original document (no one has remained in the position long enough to come up for review). In recent years, the evaluations of Deans, as well as those of University-wide administrators, have been conducted by the ECC according to the procedures outlined above.

For reasons of continuity, the ECC recommends that the option of the evaluation being conducted by a group from the unit be dropped. It seems better to use a similar instrument (modified for the individual circumstances) and similar procedures for all evaluations. The ECC will consult with faculty of the unit in individualizing the evaluation questionnaire for a particular Dean. The ECC also recommends sending Dean evaluations to all voting faculty as is done for evaluations of university wide positions. Deans are public figures with presence beyond their immediate unit, and various faculty throughout the University may have useful feedback on their performance. Questions have a "no basis to judge" response option and the survey technology allows viewing responses by respondent categories so that the responses of faculty in the unit can be analyzed separately from faculty not in the unit. Sending the evaluation survey to all faculty seems preferable to strictly limiting respondents to the unit or adding some additional respondents in an ad hoc manner.