

Administrator Evaluation Committee Bylaws

Adopted October 27th, 2021 (Administrator Evaluation Committee)

Approved April 4th, 2022 (Faculty Senate)

The Purpose of the Administrator Evaluations Committee

The Administrator Evaluations Committee annually reviews, suggests revisions to, distributes, and presents results of administrator evaluation surveys to the Faculty Senate.

The responsibilities of the **Administrator Evaluations Committee** are to:

1. Review administrator evaluation survey instruments from the prior year with the purpose of revising, where appropriate, the number and content of survey questions, the format of the survey (e.g. software platform), the specific administrators to be evaluated for that year, and the schedule for collecting survey data and disseminating results.
2. Present proposed revisions of the survey instrument for approval by the Faculty Senate prior to execution of the survey instrument.
3. Distribute the approved survey instrument to all full-time tenured, tenure-track, and non-tenured faculty during the spring semester of each academic year.
4. Compile and present the results of administrator evaluation survey instruments to the faculty senate, faculty participants, and administrators evaluated that academic year.

The Composition of the Committee

The Administrator Evaluations Committee shall consist of five voting members, including one representative from each of the university's colleges, excluding the Honors College. Committee members shall serve two years, with terms selected such that at least two committee members from the previous year remain on the committee each academic year. Committee members may serve consecutive two-year terms. Members will be chosen by the Committee on Committees, working in conjunction with the committee Chair, from a list of Faculty Senate committee volunteers gathered each academic year.

The committee will also include a non-voting, ex officio member consisting of a department chair from a department with no faculty representation on the committee and no direct supervisory role over any member of the committee. The ex officio department chair will serve a one-year term and may serve multiple consecutive terms.

Committee Officers

During the first meeting of the committee each academic year, the committee shall vote on and approve a chair for that academic year and a chair-elect for the following academic year.

Calendar and Visitors

Committee meetings, in-person or virtual, will be scheduled as necessary and appropriate to meet the duties outlined in these bylaws. At a minimum, the committee will meet once each semester prior to the scheduled report to the Faculty Senate provided at the outset of each academic year. A copy of the schedule can be obtained from the Faculty Senate Executive Officer or the Chair of the Committee on Committees upon request.

Additional meetings may be called at the discretion of the chair to consider urgent items raised in the Faculty Senate or brought to the attention of the Faculty Senate Executive Committee. The chair may, when necessary, call for an email vote. The dates, times, and locations of meetings should be provided via email with two weeks' notice.

All committee meetings are open to visitors, and every effort should be made to maintain an accurate and accessible calendar of meetings.

Content of Meetings

Meetings will be scheduled for the purpose of reviewing the administrator evaluation survey instrument from the prior year and revising it as necessary with respect to the number and content of survey questions, the format of the survey, the specific administrators to be evaluated for that year, and the schedule for collecting survey data and disseminating results. Proposed revisions shall require approval by three-fifths of the voting members of the committee and, subsequently, shall be presented to the full Faculty Senate for a vote of approval. The committee Chair shall be responsible for keeping and distributing minutes from each meeting, or delegating the responsibility to a willing committee member.

Revisions to the Bylaws

Bylaw revisions may be required from time to time to reflect changes in policy or organization. Revisions to the Bylaws require a two-thirds vote of the voting members of the committee and subsequent approval by the Faculty Senate.

Procedure for Faculty Senate Policy Review

Receipt of Policy Proposal and Charge

In keeping with the University's Policy on Policies, and the Faculty Senate Procedure for Policy Proposal, Review, Provision of Feedback, and Documentation, each Senate Committee will receive policy proposals from the Executive Committee with a specific charge to review the proposed policy and to provide appropriate feedback.

Role of Senate Committee in the Policy Proposal Review

Each Senate committee functions in an advisory capacity, which means they may provide recommendations and feedback on any aspect of specific policies, but have no policy-making function in the process.

Policy Review Process

The process in which the committee performs policy review is at the discretion of the committee's chair, but should be adopted in the best interests of thorough and timely review on behalf of the Faculty Senate.

Timeline for Initial Policy Proposal Review

Once a committee receives a policy proposal and charges, they will be expected to perform first review of the policy proposal and provide comments as a committee within one month of receiving the proposal from the Faculty Senate Executive Committee.

Voting on Recommendations for Faculty Senate

In instances where the review process calls for a motion to vote on a proposal, the committee must have a quorum present to conduct a vote. In this case, a quorum is a majority of the committee's voting membership.

Notification and Reporting to Faculty Senate

After completing a review of a proposed policy, the committee will notify the Faculty Senate Executive Committee that it has completed the policy review. In notifying the Faculty Senate Executive Committee, the Committee Chair must be prepared to (1) report in person, and (2) provide written documentation of the committee's process in conducting the policy review. Reporting guidelines will follow the Procedure for Faculty Senate Policy Review.

Committee Reporting Process

The Faculty Senate will hear the committee report, ask questions, and potentially provide feedback on committee recommendations at the meeting session. In the event that there is an approved motion to perform additional review on the committee's initial recommendations, the Faculty Senate Executive Committee will charge the Committee Chair to convene the committee and complete the new charge within the subsequent month's time.

Upon completion of the second charge, the Committee Chair will provide a follow-up report on the committee's work and be present at the next meeting of the Faculty Senate to answer questions.

Because the charges of the Administrator Evaluation Committee in any given academic year are not complete until after dissemination of the Administrator Evaluation survey results; and dissemination of the survey results is not accomplished until after the final meeting of the full Faculty Senate in May of each academic year; the committee report for the Administrator Evaluation Committee will be submitted in the fall of each academic year for the previous academic year.

Faculty Senate Reporting Format and Guidelines

Required Elements in Each Committee Report

Each committee should report on their work, whether in line with traditional committee-specific function or on the basis of a policy review charge and address the following items in their report:

- Committee Charge
- Current Membership
- Meeting Date and Time
- Membership in Attendance
- Problem/Task addressed by committee
- Synopsis of discussion pertinent to addressing the Problem/Task
- Feedback of committee
- Motions considered, complete with numeric results
- Current status report on charge
- Requests from committee of the Faculty Senate

Attendance of Role of Committee Chair in Reporting

In addition to providing the required written report, the Committee Chair must be in attendance to provide additional context or address specific questions from Senators and Guests in attendance.

On matters of policy review, Faculty Senate Committee Chairs are asked to provide a full verbal report in addition to the written documentation for the Faculty Senate. On other urgent matters, the Faculty Senate Executive Committee retains the right to request a full report from the Committee Chair in addition to a written report.

Timeline for Written Reports to Faculty Senate

To permit a thorough review of reports from each Faculty Senate committee, the Committee Chair is required to provide a written report on committee workload to the Faculty Senate Secretary one full week prior to reporting to the Faculty Senate. This means each Senate Committee should complete their charges prior to the required reporting date. If for any reason the Committee Chair cannot provide a written report on customary committee business, they must notify the Faculty Senate Secretary one full week prior to the requested report date before the Faculty Senate.

On matters of proposed policy review and emergency business, the Committee Chair must report at the Faculty Senate meeting following the charge, and therefore, must perform review and provide a report to the Faculty Senate Secretary one week prior to the monthly meeting of the Faculty Senate.