

**Minutes
Faculty Senate
14 November 2006**

	Senator		Ex-Officio
A	Bob Tango, ARCH		Lisa Rossbacher, President
P	Mike Thackston, BCP		Zvi Szafran, VPAA
A	Sam Beadles, CET		David Caudill, Interim Dean ETM
A	Dave Pierce, CNST		Alan Gabrielli, Dean AS
P	Abdullah Faruque, CSWE		Mike Murphy, Dean CSE
P	Scott Larisch, ECET		Bill Barnes, Dean ACC
A	Austin Asgill, ECET		
P	Keith Hopper, ETCMA		Visitors
P	Russ Hunt for Walt Thomas, IET		Tom Currin, MET
A	Becky Rutherford, IT		Charlie Bachman, ECET
P	Steven Vincent for Li Chen, LIB		
P	Larry Wang, MATH		
P	Sid Davis, MGNT		
P	Glenn Allen, MET		
A	Al Churella, SIS		
P	Frank Tsui, CSWE		

1. **Quorum** The meeting was called to order by Joel Fowler, Moderator of the Faculty.

2. Reports from Senate Subcommittees

No subcommittee chairs were in attendance at this point in the meeting. (Mike Thackston reported for Dave Pierce, and Keith Hopper reported for Scott Larisch, who came in later.)

Mike Murphy commented that committee meetings should be prioritized, and that Senate meetings and Faculty meetings should take precedence over all other campus meetings involving faculty.

3. Old Business

The November 8, 2006 draft of P&P 814.10, "Data collection Protocol for Administrative Evaluation," was brought to the floor. The body approved a motion to recommend it in its present form to the faculty. (*See attached.*)

4. New Business

Russ Hunt did a presentation explaining systems engineering. The body voted to suspend the one week circulation rule to consider recommending in principle a proposal for a Bachelor of Science in Engineering with a Concentration in Systems Engineering. The motion to recommend the principle of the proposal was approved.

The body made several recommendations to the subcommittee handling P&P 803.0202, "Graduate Assistantship Administration." The document was not brought to the floor for a vote.

The subcommittee working on post-tenure review asked for some guidance, in particular vis-à-vis section (g) in the Board of Regents (BoR) policy on post-tenure review, which is concerned with consequences of a bad post-tenure review. It was brought to the subcommittee members' attention that section (h) of the BoR policy, which involves reward for particularly good post-tenure review, was not addressed in our policy.

5. Adjourn

Next Senate meeting: Tuesday, November 28

Submitted by Meg Dillon, Secretary to the Faculty
Approved by Joel Fowler, Moderator to the Faculty

Data Collection Protocol for Administrative Evaluation

Contents

This P&P includes the following main sections:

- Overview
 - Evaluation Process
 - Respondents for each Administrator's Evaluation
-

Overview

This document describes the manner in which the University will collect and archive written evaluations of administrators. This Data Collection Protocol for Administrative Evaluation consists of soliciting feedback from relevant individuals, tabulating the feedback, reporting the results, and archiving the original data and tabulated results. Those results are to be used in the annual evaluation of each administrator, but they constitute only one component of an administrator's annual evaluation. As part of the overall evaluation process, each administrator is expected to address the collected results, and employ them in such a manner as to improve their performance in subsequent review periods.

The specific evaluation tool used to solicit feedback for each administrator should be goal-driven and be developed by a representative from each of the following stakeholders: the evaluating employees (with representation from both staff and faculty, where appropriate), the supervisor(s), and the person(s) being evaluated. Written evaluation forms will not require that the evaluator reveal his/her identity. The President has final editorial authority and may review all documents developed for evaluation.

The evaluation forms are distributed by the Director of Institutional Research, Planning, and Assessment as detailed below. The completed forms are collected by the same Director, who is also responsible for tabulating the results. The Director is also responsible for making the original evaluation forms and the tabulated results publicly available. In addition, the Director distributes the original evaluation forms, copies, and tabulated results as detailed below, depending on the specific administrator being evaluated.

The significant dates for the Data Collection Protocol for Administrative Evaluation are:

- Prior to the 2nd week of March, the stakeholders listed in paragraph 2 will develop the appropriate assessment tools, and submit them to the President for approval
- During the 2nd week of March, the Director of Institutional Research, Planning, and Assessment will distribute the assessments

- By the end of March, the Director of Institutional Research, Planning, and Assessment will collect the assessments
- By the 2nd week of April, the Director of Institutional Research, Planning, and Assessment will summarize and distribute the assessments

Administrators as defined here include the President, the Vice President of Academic Affairs, the Vice President of Business & Finance, the Vice President of Student & Enrollment Services, the Academic Deans, the Executive Director of Advancement, the Chief Information Officer, the Library Director, and the Academic Department Chairs. (All other administrators will be evaluated during the annual evaluation process per regulations from Human Resources.)

**Evaluation
Process**

The Director of Institutional Research, Planning, and Assessment will coordinate the development of the evaluation forms prior to the 2nd week of March. During the 2nd week of March, the evaluations for all administrators will take place. The Director will send out the evaluation forms (in hard copy) to all participants listed below.

All evaluation forms will be completed anonymously and returned to the Director of Institutional Research, Planning, and Assessment by the end of March. The Director will then separate the evaluation forms by name and make any necessary copies. In addition, the Director will tabulate responses to specific questions and compile these in summary format, thereafter placing copies of the original forms and summary results on archive in the library.

The original forms, summary results, and necessary copies will be distributed by the 2nd week of April to the following:

- The President's original evaluation forms and summarized results will be sent to the President.
 - The original forms and summary results for the Executive Director of Advancement, each Vice President, and the Chief Information Officer will be sent to the respective administrator, with copies of the original forms and summary results sent to the President.
 - The original forms and summary results for the Academic Deans and the Library Director will be sent to the respective administrator, with copies of the original forms and summary results sent to the Vice President for Academic Affairs.
 - The original forms and summary results for the Department Chairs will be sent to the respective Department Chair, with copies of the original forms and summary results sent to the respective Dean.
-

**Participants for
Each
Administrator's
Evaluation**

The President:

The President will be evaluated by all Vice Presidents, Deans, Department Chairs, Directors, Assistants to the President, the Faculty members comprising the Corps of Instruction, and the Staff Council.

Vice Presidents and the Executive Director of Advancement:

All Vice Presidents will be evaluated both by their own units and by cross functional groups.

The Vice President of Academic Affairs will be evaluated as follows:

The Unit Evaluation is performed within Academic Affairs (including the Library and Extended University) by Department Chairs, Deans, and Directors reporting to the Vice President for Academic Affairs, as well as the members of the Faculty.

The Cross Functional Evaluation is performed by the President's Expanded Cabinet. The Expanded Cabinet includes the following individuals: the President, the Vice President for Academic Affairs, the Vice President for Business & Finance, the Vice President for Student & Enrollment Services, the Assistant to the V.P.A.A., the Executive Director of Advancement, the Chief Information Officer, the Dean of Students, the Academic Deans, and the Executive Assistant to the President.

Other Vice Presidents and the Executive Director for Advancement:

The Unit Evaluation for Vice Presidents will be performed by all employees under their supervision, as well as by Department Chairs. The Cross Functional Evaluation is performed by the President's Expanded Cabinet.

Deans in Academic Affairs:

Deans in Academic Affairs will be evaluated by their respective school Department Chairs, faculty, and staff. The Cross Functional Evaluation is performed by the President's Expanded Cabinet.

Chief Information Officer:

The Chief Information Officer will be evaluated by the Information Technology staff. The Cross Functional Evaluation is performed by the President's Expanded Cabinet and Department Chairs.

Director of Library:

The Director of the Library will be evaluated by the library staff. The Cross Functional Evaluation is performed by the Academic Deans and Department Chairs.

Department Chairs:

Department Chairs will be evaluated by their respective departmental faculty and staff. The Cross Functional Evaluation is performed by the other department chairs within their respective schools.
