Evaluation Coordinating Committee Guidelines and Procedures
May 17, 2011

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 is defined in two documents: the 1994 "structure and procedures" and the 1996-97 "resolutions." With the evolution of position titles and responsibilities, the ECC needs to review the list of those senior administrators "who have significant responsibilities involving them in the academic program." The ECC believes that these currently include, but are not limited to, the President, the Provost, the Vice President for Research, all Deans, the Vice Provost and Dean of the Graduate School, the Vice Provost for Undergraduate Education, the Vice Provost for International Education, the Associate Vice President for Information Technology Services, and the Director of Continuing Education and Outreach.

When evaluating Deans, the ECC may consult with established faculty groups in developing the survey instrument. Administration and analysis of the instrument will be conducted by the ECC.

The ECC elects a chair at its first meeting. The chair informs the administrator(s) being evaluated and requests documentation. Requested materials include a job description, a condensed resume, and a narrative self-evaluation guided by the areas to be evaluated. This information will be shared with the faculty as part of the evaluation. The ECC may also review other documentation relative to the evaluation; it may solicit data from other academic administrators and appropriate external sources.

The ECC designs a questionnaire for general evaluations based on models in the Faculty Senate files and on the instrument (adapted from Miller et al) in the 1994 "structure and procedures." The ECC adds questions tailored to administrator being evaluated. The questionnaire is sent to the administrator's natural faculty constituency and staff, his or her peers, and the faculty at-large. The ECC will use an electronic survey method that guarantees anonymity of responses.

The ECC collects results from all individuals participating in an administrator's evaluation and compiles them into a final report, which will contain:

1. a summary of the process used to generate the report,
2. a summary of the quantitative and narrative evaluations submitted by individuals, and
3. a summary statement of findings in the evaluation.

The final report will aggregate responses in a way that preserves the anonymity of individual respondents.

The ECC report is made available for view by the current members of the Faculty Senate Executive Committee, and forwarded to the administrator being evaluated and to that person's immediate supervisor. The administrator may submit a response to the ECC. The ECC will forward these commentaries to all recipients of its original report.

When an administrator who was evaluated leaves the university, the Faculty Senate secretary shreds that person's evaluation.

The ECC has no other responsibilities.