REPORT FOR THE UNIVERSITY SENATE

University Senate Committee: University Senate Executive Committee

Brief History of Issue - why the issue is being considered:

- University-wide Administrator Review Committee is charged with reviewing the Chancellor in his third year and other administrators. Even though Special Assistants report directly to the Chancellor, their titles are not Vice Chancellor, Dean or Provost.
- Question: Does their supervisor conduct their review or because their positions affect university-wide entities should the Administrator Review Committee handle their review as well?

Points Discussed by Committee:

- Typically only those listed in the Handbook with the appropriate “titles” are handled by the Administrator Review Committee
- If limited to just the supervisor then others would not have the opportunity to comment
- What happens when the direct supervisor of the person facilitating the reviews is being reviewed
- Question as to what office should help facilitate the Administrator Review Committee
- Affirmative Action and Human Resources could facilitate the committee when there is no conflict of interest but when a conflict of interest does arise then the University Senate office could facilitate the committee as there would be no conflict of interest
- The opinions of classified staff should be gathered
- In the future, the first two sentences of the second paragraph referencing interim appointments should be moved to another location of the handbook.

Pros of Recommendation:

- Clarifies who should be reviewed and who facilitates the review process
- Is more inclusive by including Classified Staff

Cons of Recommendation:

- None known

Committee Recommendation:

That the language relating to the Review of Administrators be updated as shown.
MOTION FOR THE UNIVERSITY SENATE

The University Senate Executive Committee by a vote of 12 for to 0 against on April 7, 2009

Recommends that the language on page 85 of Chapter 5 of the Faculty and Academic Staff Handbook be changed as shown.

PROCEDURE FOR UNIVERSITY FACULTY AND UNIVERSITY ACADEMIC STAFF REVIEW OF ACADEMIC ADMINISTRATORS: CHANCELLOR, PROVOST AND VICE CHANCELLOR, ASSISTANT OR ASSOCIATE VICE CHANCELLOR, DEANS, ASSOCIATE DEANS AND ASSISTANT DEANS

CHANCELLOR
PROVOST
VICE AND ASSISTANT CHANCELLORS
SPECIAL ASSISTANTS TO THE CHANCELLOR
ASSISTANT AND ASSOCIATE VICE CHANCELLORS
DEANS, ASSOCIATE AND ASSISTANT DEANS
ADMINISTRATIVE OFFICERS

Each administrator is reviewed within three years of the initial appointment and every five years thereafter.

It is expected that interim appointments will normally not last more than two years. If a successful search has not been completed within two years of a position being filled with an interim administrator, the supervisor to whom the administrator is responsible shall formally consult with the Senate Executive Committee, and shall continue to consult with the committee annually until a successful search is completed. When an interim administrator serves for more than two years, the administrator will be reviewed according to the above schedule. (US 4/06)

The review is to be conducted by a committee of University Faculty and University Academic Staff. The committee to review the Chancellor, Provost, and Vice Chancellor, and Assistant Chancellors, Special Assistants to the Chancellor, Assistant or Associate Vice Chancellors and Administrative Officers will include seven members serving three-year terms—one faculty member elected by and from each of the colleges; one member elected by and from the Instructional Academic Staff; and two members selected by and from the Administrative and Professional Academic Staff. Two or three members will be elected each year during the spring election. Each year the review committee elects its own chair. The review committee will be facilitated by the Director of Human Resources. (When the supervisor of the Director of Human Resources is the one being reviewed, the review committee will be facilitated by the Secretary to the Faculty and Academic Staff within the University Senate Office.) (US 3/05, 4/09)

The committee will receive a written statement from the administrator being reviewed which describes how his or her performance meets the requirements of the position, successful accomplishments, and planned improvements and activities for the subsequent five-year period. The committee will also receive a description of the administrator’s position, statements describing the university’s mission and goals, and other information as needed to place the administrator’s performance and position in an institutional context. The committee may interview the administrator being reviewed.

The committee will survey the faculty, and academic staff, and classified staff and may, in response to the results of the survey, conduct interviews with representatives of the faculty, and academic staff, and classified staff. Any such
survey shall include a summary evaluative question granting faculty and academic staff an opportunity to express confidence in the administrator’s performance. All information obtained from the surveys and interviews will be held in confidence by the committee.

The committee will write a review report. The administrator being reviewed will receive a copy of the report and will meet with the committee to discuss it. Following the discussion, the report will be revised, as appropriate, by the committee. Copies of the revised report will be forwarded to the administrator being reviewed and to his or her immediate supervisor, (see page 88, Chapter 5) and data from the surveys shall become available to the administrator.

A copy of the review report will be filed in the administrator’s personnel file and will be available to committees conducting subsequent reviews. Immediately after the report is written the surveys and other information gathered by the committee will be destroyed, except for the numerical results or statements which are incorporated directly into the final report.

The review report will be part of the information used by the immediate supervisor in making personnel recommendations concerning the administrator and in improving the administration of the University.

(US 3/05)

Implementation Date: upon approval

Signed: _________________________________

Chair of the Committee

Send to: University Senate Office