MINUTES

FACULTY SENATE RULES COMMITTEE
May 4, 1983, 9:30 a.m., MIT 239

PRESENT: Professors Kurz, Levy, Moore, Nystrom, Phillabaum, Assistant to the Chancellor Karen Robison for the Chancellor

1. The minutes of the March 30, 1983 meeting were approved as distributed.

2. Secretary of the University Miller reported that Document 1350, Evaluation of Administrators, had been returned to the University Committee by Chancellor Horton, with the request that the Document be reconsidered by the Senate. Chancellor Horton's request resulted from legal opinion which indicated that the evaluation results probably could not be maintained as confidential, personnel records if the results were distributed to the Faculty Evaluation Committee for the purpose of evaluating the process rather than performance. In view of this opinion and because the Senate had clearly indicated its intention at the April meeting that these evaluation results were to be treated as confidential, rather than public documents, Chancellor Horton believed that the Senate should have an opportunity to amend Document 1350 accordingly.

The Rules Committee agreed that Document 1350 should be placed on the Calendar of the May meeting and suggested that the questionnaires be distributed as planned, but that the answer sheets be held, untabulated and unanalyzed, by the Secretary of the University until the matter was resolved. Professor Phillabaum moved that the Secretary hold Document 1350 in confidence until further notice.

The Committee voted unanimously to accept Professor Phillabaum's proposal.
Recommendations of the Faculty Committee on Evaluation for procedures for the periodic evaluation of University administrators and support services.

The Faculty Committee on Evaluation was established by the Faculty Senate on May 14, 1981 and directed to establish procedures for the evaluation of University administrators and support services. These procedures were subject to the approval of the Senate.

The committee is now submitting the following procedures to the Senate for approval.

1. The initial evaluation process shall take place in May, 1983. (In the event of any delay in approval of the procedures, this process shall be postponed until October, 1983.)

2. The following evaluations will take place in the initial round:
   a. Chancellor
   b. Vice Chancellor
   c. Deans (except for Dean of the Graduate School)
   d. Support services as listed on the attached form

3. Forms for the evaluation are attached. Responses will be marked on op-scan answer sheets and tabulated by machine. (The program for reporting results will be developed by the committee prior to processing.) Question sheets will have space for comments.

4. Schools and colleges may develop their own processes for evaluation in addition to this university-wide process.
EVALUATION OF THE CHANCELLOR

In the "Special Codes" section on the response sheet, please mark as appropriate:

A. Your school or college:
   0 Allied Health
   1 Architecture & Urban Planning
   2 Business Administration
   3 Education
   4 Engineering & Applied Sciences
   5 Fine Arts
   6 Letters and Science
   7 Library and Information Science
   8 Nursing
   9 Social Welfare

B. Frequency of contact with the Chancellor:
   1 Frequent
   2 Occassional
   3 Limited; sufficient knowledge to evaluate
   4 Limited; insufficient knowledge to evaluate
   (If you mark "4" and prefer not to proceed, please return the forms.)

You are being asked to evaluate the work of the Chancellor with respect to the criteria listed below. If you don't know (or have no opinion), then mark "0" for "don't know" (DK) on the response sheet. If you feel that a given item is inappropriate or does not apply, then mark "9" on the response sheet for "not applicable" (NA).

Values run from "1" ("Excellent") to "5" ("Poor"). Mark the appropriate number on the response sheet.

(a) Evaluate the Chancellor for effectiveness in representing the interests of UWM to --
   1. Central Administration.
   2. the Board of Regents.
   3. the Legislature.
   4. the citizenry of the State.
EVALUATION OF THE VICE CHANCELLOR

In the "Special Codes" section on the response sheet, please mark as appropriate:

C. Frequency of contact with the Vice Chancellor:
   1 Frequent                   3 Limited; sufficient knowledge to evaluate
   2 Occasional                4 Limited; insufficient knowledge to evaluate
(If you mark "4" and prefer not to proceed, please return the forms.)

You are being asked to evaluate the work of the Vice Chancellor with respect to the criteria listed below. If you don't know (or have no opinion), then mark "0" for "don't know" (DK) on the response sheet. If you feel that a given item is inappropriate or does not apply, then mark "9" on the response sheet for "not applicable" (NA).

Values run from "1" ("Excellent") to "5" ("Poor"). Mark the appropriate number on the response sheet.

(a) Evaluate the Vice Chancellor for effectiveness
as one who --
   1. manages long-range academic planning at UWM.
   2. determines and manages policies regarding academic personnel.
   3. directs preparation of the annual academic budget.
   4. determines allocation of space for instruction and research.
   5. supervises school and college deans.
   6. supervises the operations of the UWM Library and Computer Center.
EVALUATION OF THE DEAN

In the "Special Codes" section on the response sheet, please mark as appropriate:

D. Frequency of contact with the Dean:
1 Frequent
2 Occasional
3 Limited; sufficient knowledge to evaluate
4 Limited; insufficient knowledge to evaluate
   (If you mark "4" and prefer not to proceed, please return the forms.)

You are being asked to evaluate the work of the Dean with respect to the criteria listed below. If you don't know (or have no opinion), then mark "0" for "don't know" (DK) on the response sheet. If you feel that a given item is inappropriate or does not apply, then mark "9" on the response sheet for "not applicable" (NA).

Values run from "1" ("Excellent") to "5" ("Poor"). Mark the appropriate number on the response sheet.

DK Excellent Poor NA
0 1 2 3 4 5 9

1. Clarity of vision of the future of your school/college.
2. Image the Dean projects to the University community.
3. Image the Dean projects outside the University community.
4. Effectiveness with the UWM Administration.
5. Equitable distribution of resources.
6. Selection of personnel for the school/college administrative staff.
7. Efficient management of the administrative staff.
8. Provision of support services.
9. Support for research.
10. Support for instructional activities.
EVALUATION OF SUPPORT SERVICES

Please evaluate the services listed below. Values run from "1" ("Excellent") to "5" ("Poor"). Mark the appropriate number.

If you have insufficient experience with a given service, or have no opinion to express, then mark "0" for "DK" ("Don't Know").

DK Excellent Poor NA
0 1 2 3 4 5 9

1. The Library: stacks and circulation.
2. The Library: holdings and acquisitions.
3. The Library: other. (Please indicate the service you are evaluating: ________________________)
5. Office of the Secretary of the University: assignment of classrooms.
6. Office of the Secretary of the University: support of Faculty Senate and faculty committee work.
8. Custodial Services: janitorial work in halls, classrooms, offices.
9. UWM Bookstore: textbook department.
10. UWM Bookstore: trade books and other services.
12. Payroll Office.
15. Office of Parking and Transit: (a) parking.
16. Office of Parking and Transit: (b) public transportation.