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.

5. Data shall be disseminated as follows:
   a. Tabulated results of the survey will be distributed (i) to the administrator who is the subject of the evaluation, (ii) to his/her immediate supervisor, (iii) to the Chancellor, and (iv) to the University Committee. These results will be treated as confidential, personnel information.

   b. Each administrator is to have access to and shall be encouraged to study the raw data, with the written comments, on his/her own evaluation.

   c. The Chancellor is to have access to and shall be encouraged to study all the raw data.

   d. The raw data shall be deposited with the University Committee for its possession and ultimate disposal.

6. The committee will explore the appropriate means for including evaluation of the Dean of the Graduate School in the next evaluation process.

7. Procedures and results of the first evaluation process will be studied by the committee and ways of improving the process considered prior to implementing the second year's 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 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 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.

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(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.
   5. the Greater Milwaukee community.
   6. alumni and other supporters of UWM.

(b) Evaluate the Chancellor for effectiveness as one who --
   7. works with the faculty in developing academic policy.
   8. selects personnel for the administrative staff.
   9. has responsibility for long-range planning.
   10. shares responsibility for determination of priorities, and allocation of resources.
   11. chairs meetings of the Faculty and the Faculty Senate.

(c) Evaluate the Chancellor with respect to the support given --
   12. academic freedom.
   13. faculty governance.
   14. instructional activities.
   15. research.
   16. professional development of faculty members.
   17. public service.
   18. professional ethics.

(d) Evaluate the Chancellor --
   19. with respect to overall performance.

On this sheet, please elaborate on your response to any of the above items, or on any matter they do not cover. With respect to the last item, in particular: Why do you rate the Chancellor as you do? What changes would you like to see in the Chancellor's performance?

(Continue on the reverse side if necessary)
In the "Special Codes" section on the response sheet, please mark as appropriate:

C. Frequency of contact with the Vice Chancellor:
   1. Frequent
   2. Occasional
      (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.

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(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.
   7. represents UWM's academic interests before the UW Central Administration.

(b) Evaluate the Vice Chancellor for effectiveness in --
   8. working with the faculty.
   9. strengthening existing degree programs.
  10. launching new degree programs.
  11. selecting personnel in the domain of academic affairs.
  12. being open and responsive to new ideas.
  13. promoting excellence in teaching.
  14. encouraging faculty research.
  15. developing a strong public service program.
  16. being sensitive to the needs and concerns of students.
  17. respecting the principles of shared governance.
  18. defending academic freedom.
  19. speaking out publicly on UWM's academic excellence.

(c) Evaluate the Vice Chancellor --
   20. With respect to overall performance.

On this sheet, please elaborate on your responses to any of the above items, or on any matter they do not cover. With respect to the last item, in particular: Why do you rate the Vice Chancellor as you do? What changes would you like to see in the Vice Chancellor's performance?
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.

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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.
11. Support of academic freedom.
12. Relationship with students.

Evaluate the Dean's relationship with the faculty with respect to the following:

13. promotion and tenure.
14. salary and merit raises.
15. program and curriculum.
16. faculty governance.
17. professional development of faculty.
18. Overall performance as your school/college Dean.

On this sheet, please elaborate on your responses to any of the above items, or on any matter they do not cover. With respect to the last item, in particular: Why do you rate your Dean as you do? What changes would you like to see in your Dean's performance.

(continue on the reverse side if necessary)
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 to and from the campus.
17. Personnel Office.
18. Purchasing Office.
19. Registration and Records: handling of grades, class lists, student transcripts.
20. Admissions Programs & Enrollment Services
21. News Services: publicity, press releases, etc.
22. Learning Skills Center: programs to assist students with deficiencies in academic background or abilities.

On this sheet, please indicate the problems you perceive and the remedies you would suggest, especially in the case of services you have evaluated "4" or "5". Your comment on any administrative department or service not covered in the above listing would also be welcome.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
(continue on the reverse side if necessary)