POLICY FOR FACULTY EVALUATION OF ADMINISTRATORS

PURPOSES

The procedures shall:

1. provide formative information to administrators for the purpose of improving and evaluating performance;

2. provide an avenue facilitating communication between faculty and administration by opening a forum that stimulates the independent expression of views of faculty members on administrative performance;

3. provide faculty input to the appropriate appointing officer concerning the performance of the Chancellor, the Provost/Vice Chancellor, the deans and associate deans;

4. exercise faculty governance and

5. include administrators in the process of review analogous to what faculty experience.

PROCEDURES

1. The faculty, in cooperation with the office of the Secretary of the University and in consultation with the appropriate appointing officer, participates in periodic evaluation of the UWM Chancellor, Provost/Vice Chancellor, deans and associate deans.

2. A five-member Senate Subcommittee for the Evaluation of Administrators (SSEA) is elected annually to staggered three year terms. No more than two members shall be from a single school, or college, or equivalent academic unit. No more than one member shall be from a single department in a departmentalized school or college. Nominations and elections will take place at the May Senate meeting. The chair shall be elected by the committee. The function of this committee will be the coordination/administration of the faculty evaluation of administrators.

3. The Chancellor, the Provost/Vice Chancellor, and the deans of UWM’s decanal units be evaluated by their constituent faculties (as defined by the SSEA) in their 5th year of service (from the date of appointment to the position), and every 5 years thereafter (i.e., the 10th, 15th years). The associate deans will be evaluated at the same time as their dean. However, the first evaluation of associate deans must take place no later than five years from the date of their appointment.

(Editorially revised, 04-22-16)
4. The SSEA assumes responsibility for the design and approval of an evaluation procedure. This procedure will be developed in consultation with the administrator, the appropriate appointing officer, and a member of a pre-existing faculty group from the school/college or division that has been designated by the chief administrative officer of the unit being evaluated (e.g. dean, Provost, etc.), and approved by the SSEA, to receive and review the SSEA’s final evaluation report. The procedure should include, minimally, a questionnaire in which faculty are asked to comment on and indicate their level of satisfaction with the administrator’s performance. The questionnaire is to be distributed to all constituent faculty members and collected before the end of the first semester of the 5th, 10th, 15th, etc. years. Sample questionnaires are available for review in the University Committee office.

5. Members of the SSEA, with the help of a designated member of the Secretary of the University’s staff, will use the completed evaluation materials (i.e., questionnaires and any other data or information solicited from the faculty by the SSEA) to compile a preliminary evaluation report which summarizes the results. The evaluation report will include the number and percentage of faculty reporting.

6. The SSEA’s preliminary evaluation report will be distributed to the administrator(s) being evaluated. The administrator(s) shall have fifteen (15) working days within which to review and respond to the committee’s report. The SSEA shall have ten (10) working days to examine any response received from the administrator(s) being evaluated and to make any additions or corrections to its final evaluation report.

7. The SSEA will forward its final evaluation report to the Secretary of the University who will distribute it to the administrator(s) being evaluated, the appointing officer, the members of the pre-existing faculty group designated to receive the final report, and the department chairs within the evaluated administrator’s college/school or unit. In the case of the Chancellor and Provost, the faculty group receiving the final report will be the University Committee. Copies distributed by the Secretary of the University shall not to be duplicated, and must be clearly marked as confidential and do not duplicate. Faculty from the college/school or unit are encouraged to contact either their department chair or members of the pre-existing faculty group to review the SSEA’s final report.

8. The appointing officer of the individual(s) being evaluated shall inform the SSEA, not later than twenty-eight (28) days after receipt of the final evaluation report, of any and all actions that have been taken, or are planned, in response to the report.

9. The SSEA shall forward its final evaluation report to the UC, along with a summary of any actions that have been taken, or are planned, in response to the report, prior to the first meeting of the faculty senate in the following academic year.