

# All-University Faculty Committee for Evaluation of Administrators

Apr 12, 2018

## Scope: Who is Covered by this Policy?

Academic Administrators

## Policy

### Membership

An All-University Faculty Committee for Evaluation of Administrators will review the Provost, all academic deans, ~~the Associate Provost for Research and~~ Dean of the Graduate School, the Dean ~~and University Librarian, and the University Director of Liberal Undergraduate~~ Education, and the Dean of University Libraries, in years three (3) and five (5) of their five-year administrative appointments. Committee reports are intended to serve two functions:

1. to guide the professional development of the individuals, and
2. to record part of the evidence upon which future personnel decisions may be based.

The All-University Faculty Committee for Evaluation of Administrators (Committee) will consist of ~~eight (8)~~seven (7) members of Faculty Assembly, one to be chosen by each division for a total of ~~five (5)~~, ~~one (1) to be chosen~~

~~faculty with election~~ University Senate. The Committee shall elect one of chair. Members of the Committee who are on probation (who do not hold continuing contract status) are not eligible for the Committee. In accordance with a University Senate

~~library faculty as well as the faculty of the regional campuses shall not be eligible as nominees or electors in the election of divisional representatives.~~ Each member will serve a nonrenewable three-year term beginning July 1.- The terms will be staggered so

that one-third of the Committee is elected each year. In the event of the resignation of a member of the Committee before the end of his or her term, that seat shall be filled by the candidate (who had not been previously elected) who received the largest number of votes when the ballots are retabulated after votes for the person who has resigned

unique aspects of the administrator's position or circumstances. In this process, the Committee shall consult with the administrator to be reviewed and the administrator's supervisor. The final decision on the composition of the questionnaire rests with the Committee.

## Committee Reports

The Committee's final evaluation reports shall be submitted by December 1 for administrators evaluated in year five (5) and by April 15 for administrators evaluated in year three (3). Before then, the Committee shall submit a draft of the report to the administrator's supervisor. The supervisor and the Committee (or a representative) shall meet to discuss the draft report and make any modifications deemed appropriate by the Committee. If the Committee and the supervisor disagree on the final report, the supervisor may attach a letter to the Committee report explaining the disagreement. This letter becomes part of the final report.

In year three (3) of an administrator's appointment, the Committee's final report shall be promptly shared by the supervisor with the administrator being evaluated, and a summary of the Committee's final report shall be prepared jointly by the supervising administrator and the Committee. If the administrator is continuing in his or her position for at least one (1) more year, this summary shall be submitted to the faculty within the unit. If the supervising administrator and the Committee cannot agree on the summary, they shall prepare separate summaries that shall be distributed together to the faculty within the unit.

In year five (5) of an administrator's appointment, the All-University Faculty Committee shall cooperate with the evaluation committee established in the policies titled "[Appointment, Evaluation, and Reappointment of Academic Deans](#)" or "[Evaluation and](#)

The Faculty Committee's final reports and the summaries of these reports that are prepared jointly by the Committee and the supervising administrator shall include the following information:

1. the number of surveys sent, response rate, the number of people indicating

---

## Related Form(s)

Not applicable.

---

## Additional Resources and Procedures

Not applicable.

---

## FAQ

Not applicable.

---

## Policy Administration

### Next Review Date

7/1/2023

### Responsible Officers

- Director of Academic Personnel Services
- Assistant Provost for Academic Personnel
- Provost and Executive Vice President for Academic Affairs

### Legal Authority

Not Applicable.

### Compliance Policy

No

### Recent Revision History

-  
Amended July 2022

### Reference ID(s)

- MUPIM 12.5
- OAC 3339-12-05

### Reviewing Bodies

- Director of Academic Personnel Services
- Assistant Provost for Academic Personnel
- Provost and Executive Vice President for Academic Affairs
- Miami University Senate