

**Faculty Senate  
Faculty Administrator Review Committee  
Administrator Review Group A and Group B Process  
(as of September 9, 2013)**

GUIDELINES FOR THE EVALUATION PROCESS FOR ADMINISTRATORS

Group A:

1. Within the first three weeks of the fall semester, the supervisor of the administrator to be reviewed will appoint an Ad Hoc Administrator Review Committee consisting of five members. At least three members must be faculty, and at least one must be on the Faculty Senate (including alternates). (It is recommended that staff be included on the ad hoc committee as appropriate.)

In the case of evaluation of the Dean of the Graduate School the Provost will appoint an Ad Hoc Committee consisting of two faculty drawn from the UAF Faculty Senate's Graduate Academic and Advisory Committee, one other faculty member, one dean/director, an a graduate student representative.

The Ad Hoc Committee will solicit input from all relevant constituencies on- and off-campus, including faculty, staff, and students. This may be accomplished through various instruments, e.g., a standard questionnaire completed anonymously and returned to the committee chair.

2. The administrator to be evaluated will prepare a narrative self-evaluation of activities performed during the three-year period (academic years) prior to the year of evaluation or since the last evaluation. This narrative should include reflections about how adequately s/he has fulfilled responsibilities of leadership consistent with his/her own performance expectations and those of faculty, staff, and students in the unit. Major or otherwise significant accomplishments should be highlighted. Any issues raised in the last evaluation should be referenced with a view to what progress has been made on those items. Finally, the self-evaluation should identify a limited set of reasonable goals for the unit over the next three years, with some discussion about specific strategies that may be undertaken through his/her administrative leadership.
3. The Ad Hoc Committee will interview a select sample of faculty, staff, students and others as relevant for further evaluative comments about the administrator's performance.
4. The Ad Hoc Committee will interview the administrator either in person or by conference call. The interview shall proceed on the basis of a set of questions which reference the administrator's self-evaluation, the results of returned questionnaires, and the interviews of faculty, staff, and students.
5. The Ad Hoc Committee will prepare an evaluative summary, and submit its report to the Provost (in the case of evaluation of deans) or to the Chancellor (in the case of evaluation of the Provost or any other administrator who reports directly to the Chancellor). The Ad Hoc Committee shall work as expeditiously as possible in completing its report and submit it to the Provost or Chancellor as the case may be by March 15 of the spring semester.
  - (a) At a date to be set by the Provost, the Provost or administrator's supervisor shall meet in joint conference with the Ad Hoc Committee and the Faculty Senate Faculty Administrator

Review Committee (FARC) for final review, recommendations, and disposition of the Administrator's evaluation. The specifics of the content of the report of the Ad Hoc Committee shall not be discussed if the Administrator's supervisor deems that inappropriate under Board of Regents' Policy P04.01.062. and Alaska Statute. In particular, the Administrator must give written consent for the specific content to be discussed. However, the FARC shall be provided information on the process followed by the Ad Hoc committee, excluding the names of persons interviewed unless they have waived confidentiality. The supervisor of the administrator will thereafter provide his/her formal evaluation taking into account the Ad Hoc Committee's report.

- (b) At a date to be set by the Chancellor, the Provost (or other administrator reporting directly to the Chancellor) and the Chancellor shall meet to discuss the Ad Hoc Committee's evaluation of the Provost (or other administrator reporting directly to the Chancellor). During this meeting the Chancellor and Provost (or other administrator reporting directly to the Chancellor) shall identify performance priorities for the next review period. The Chancellor shall meet in joint conference with the Ad Hoc Committee and the UAF Faculty Senate's FARC to summarize the evaluation process. The specifics of the content of the Ad Hoc Committee evaluation shall not be discussed if the Chancellor deems it inappropriate under Board of Regents' Policy P04.01.062. and Alaska Statute.

*The following statement is included with guidelines when distributed to units:*

**P04.01.062. Confidentiality of Personnel Records.**

- A. Dates of present and past employment with the university, position title, type of employment, campus, and salary are public information. The university adopts the policy of AS 39.25.080 so that all other personnel records, including but not limited to applications, leave records, home address and telephone number, performance evaluations and disciplinary matters, relating to any past or present employee of the university are not public records and are not accessible by the public. Personnel records will be released only under the following circumstances:
  - 1. upon receipt of written authorization from the employee, former employee, or applicant, as directed in the authorization;
  - 2. to the employee's supervisors and to university supervisors to whom the employee or former employee has applied for promotion, transfer or rehire;
  - 3. to a state agency authorized by statute to review such university documents upon receipt of a subpoena issued by a competent authority and upon execution of an agreement that confidential information will not be made public;
  - 4. upon receipt of an order of a court of competent jurisdiction;
  - 5. for internal university operations, to persons having a need to know as determined by the regional personnel officer or the custodian of the record.

## GUIDELINES FOR THE EVALUATION PROCESS FOR ADMINISTRATORS

### Group B Administrators:

In addition to be reviewed annually by his/her immediate Supervisor, “Group B” administrators are to undergo a 3-year comprehensive review. At a time designated by the Supervisor during the fall semester of the academic year of comprehensive review, the “Group B” administrator will submit a self-evaluation report to his/her Supervisor. The self-evaluation shall include: (1) comments on the annual performance evaluations; (2) a summary of his/her notable activities/accomplishments in the previous years; and (3) a statement of relevant goals/objectives relative to assigned or planned administrative duties for the upcoming years. The Supervisor's evaluation shall include faculty and/or staff opportunities for comment on the “Group B” administrator’s performance. Comments received shall be referenced in anonymous and aggregate summary in the written evaluation provided to the “Group B” administrator. The Supervisor will include, as part of the written evaluation, an appended workload assignment and/or statement of performance expectations for the “Group B” administrator for the subsequent review period. A summary statement of the process used to assure faculty/staff input into the evaluation will be forwarded to the Faculty Senate Office by March 15 of the academic year the “Group B” administrator is scheduled for review. If constituted, the Faculty Senate Faculty Administrator Review Committee shall review the evaluation process in order to perform their oversight function in the administrator review. Otherwise, the Faculty Senate President and President-Elect will review the process, subject to the approval of the Faculty Senate Administrative Committee.

The following criteria will be used to determine which administrators are placed on or removed from the “Group B” list. As vacancies and appointments occur, changes to the list shall be determined annually by the Provost in consultation with the Faculty Senate President.

- “Group B” administrator responsibilities must administrative in nature. (“Group B” administrators must not be Union members, UNAC or ACCFT).
- “Group B” administrators report to “Group A” administrators. (Group A” administrators report to the Chancellor, Provost, or Vice Chancellor.)
- “Group B” administrators supervise faculty and are involved in faculty performance reviews.