

# UAF Governance

## Faculty Appeals & Oversight Committee

### Members 2011-2012

#### Helpful info for Conveners

Julie Cascio, CES (13)  
John Gimbel, CNSM (12)  
Joshua Greenberg, SNRAS (13)  
Marianne Kerr, CES (13)  
Knut Kielland, CNSM (13)  
Peter Knoke, CEM (12)  
Patrick Marlow, SoED (13)  
Jerry McBeath, CLA (13)  
David Moliett, CLA (12)  
Thomas Zhou, SOM (13)

Ex officio:

*To be confirmed in Fall 2011.*

### 2011-12 Meetings

Meeting schedule to be determined.

### Guidelines for Group A and Group B Administrator Reviews

- [Guidelines for Group A Administrator Reviews](#)
- [Guidelines for Group B Administrator Reviews](#)

These guidelines were established by Faculty Senate Policy. For background and copies of the motions, see the [Faculty Senate Policies page](#) under Evaluation of Administrators (FS Meetings #111, #115, #138 and #143).

Jayne Harvie – 20 August 2011, Saturday 16:18

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## 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 of whom must be faculty. (It is recommended that staff be included on the ad hoc committee as appropriate.) The chair of the committee shall be appointed from the Faculty Senate. One of the three faculty shall be appointed from the Faculty Appeals & Oversight Committee.

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 & Advisory Committee, one Dean/Director, one member of the Faculty Appeals and Oversight Committee, and a student representative from the Graduate Student Organization.

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 or Vice Chancellor (in the case of evaluation of Deans/Directors), or to the Chancellor (in the case of evaluation of the Provost or Vice Chancellor). The Ad Hoc Committee shall work as expeditiously as possible in completing its report and submit it to the Provost, Vice Chancellor or Chancellor as the case may be by March 15 of the Spring Semester:

(a) At a date to be set by the Provost or Vice Chancellor, the Provost or Vice Chancellor shall meet in joint conference with the Ad Hoc Committee and the Faculty Appeals & Oversight Committee for final review, recommendations, and disposition of the Administrator's evaluation. The supervisor of the administrator will thereafter provide his/her formal evaluation taking into account the Ad Hoc Committee's report.

(b) For Review of the Provost or Vice Chancellors - At a date to be set by the Chancellor, the Provost or Vice Chancellor and the Chancellor shall meet to discuss the Ad Hoc Committee's evaluation of the Provost or Vice Chancellor. During this meeting the Chancellor and Provost or Vice 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 Faculty Appeals & Oversight Committee to summarize his evaluation.

The UAF Faculty Senate passed the following at its Meeting #143 on April 9, 2007:

**MOTION:**

The Faculty Senate moves to modify the "Guidelines for the Evaluation Process for Administrators" (Senate Meeting #115, 2003):

**Group B Administrators:**

In addition to being 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 opportunity 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 copy of the Supervisor's review, along with 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. The Faculty Appeals & Oversight Committee shall review the written evaluation in performance of its oversight function in administrator review.

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 be 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 a Vice Chancellor.)
- "Group B" administrators supervise faculty and are involved in faculty performance reviews.