

The UAF Faculty Senate passed the following at Meeting #199, May 5, 2014:

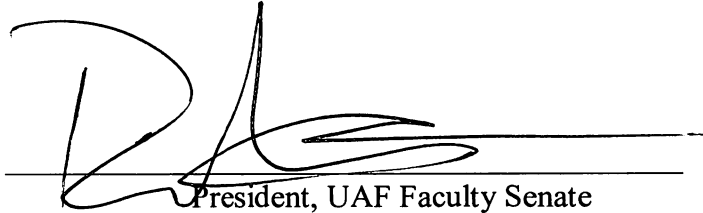
**MOTION:**

The UAF Faculty Senate moves to amend the Group B Administrator Guidelines for the Evaluation Process for Administrators, as follows.

EFFECTIVE: Immediately

RATIONALE: In some years, the Faculty Senate Administrator Review Committee may not be constituted because Group A reviews are behind or none occur. Group B review oversight only calls for an independent verification that proper procedures were followed. This provides a mechanism to accomplish oversight in the event that the Faculty Senate Administrator Review Committee does not exist.

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\_\_\_\_\_  
President, UAF Faculty Senate

APPROVAL: \_\_\_\_\_  
Chancellor's Office

DATE: 5/6/14

DISAPPROVED: \_\_\_\_\_  
Chancellor's Office

DATE: \_\_\_\_\_

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**BOLD CAPS** = Addition

**[ ]** = Deletion

## 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, [T]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.