

UNIVERSITY OF RHODE ISLAND FACULTY SENATE

Selected sections of the University Manual
Pertaining to the
Administrator evaluation process

University Manual

5.76.10 Administrator Evaluation Committees shall be established within each administrative unit to conduct administrator evaluations as described in sections 10.90.10 – 10.90.17. #13-14–26

5.76.11 Each administrator evaluation committee shall normally consist of 5 members. Three members shall be selected from a slate of nominees or volunteers generated from the administrator's constituent group (defined in section 5.76.12) by the Faculty Senate Executive Committee. The administrator shall choose one member of the committee. In addition, the President or Provost as appropriate shall choose one member of the committee. All members of the committee shall come from the constituent group. #07-08–4 #13-14–26

5.76.12 The constituent groups shall be defined as, the following: a) for academic deans with college faculties: all tenure-track college faculty; b) for the Dean of the Alan Shawn Feinstein College of Education and Professional Studies: all tenure-track faculty. For the School of Professional Studies within the College of Education and Professional Studies all tenure track faculty who are currently teaching, or who have taught at within the School of Professional Studies in the preceding five years and academic department chairpersons who participate in programs at the School of Professional Studies; c) for the Dean of University College for Academic Success: all tenure-track faculty who are currently teaching URI 101 or who have served as advisors to University College during the five years immediately preceding the evaluation and all academic department chairpersons; d) for the Dean of the Graduate School: all tenure-track graduate faculty; e) for the President, Provost and Vice President for Academic Affairs, Vice President for Research and Economic Development, and all Vice Provosts: all tenure-track faculty. #07-08–4 #13-14–26

10.90.9 The Administrator Evaluation Coordinator (see Section 4.4, By-Laws of the Faculty Senate), or AE Coordinator, shall contact the Provost or the President, as appropriate, each March to plan for administrator evaluations for the following academic year. Administrator evaluations are carried out as described in sections 10.90.10 - 10.90.17. After identifying the administrators to be reviewed for the following academic year, the AE Coordinator schedules a meeting with the administrators to be reviewed. The initial meeting shall include the administrator's supervisor. The purpose of the initial meeting is to provide an orientation to the review process. The AE Coordinator will act as a facilitator for the process. #13-14–26

David Byrd 4/18/2018 10:33 AM

Comment [1]: A major issue that is not defined in this document is whether additional constituency (e.g., staff, non-tenure track faculty, external groups, etc.) should be included in the Faculty Senate "Administrative Evaluation Process."

David Byrd 4/4/2018 10:36 AM

Comment [2]: Need to define "constituent group." 5.76.12 lists constituent group as "tenure-track college faculty."

David Byrd 2/21/2018 11:20 AM

Deleted: usually

David Byrd 2/21/2018 11:19 AM

Deleted: but not limited to,

David Byrd 4/25/2018 6:12 PM

Comment [3]: Currently lists only tenure track (should part time, lectures, clinical faculty, etc. be included)?

David Byrd 3/22/2018 3:55 PM

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David Byrd 3/22/2018 3:55 PM

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David Byrd 3/22/2018 3:55 PM

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David Byrd 3/22/2018 3:58 PM

Deleted: the Alan Shawn Feinstein College of Continuing Education (ASFCCE)

David Byrd 3/22/2018 3:58 PM

Deleted: at ASFCCE

David Byrd 4/18/2018 10:19 AM

Comment [4]: Remove Vice Provosts and have Provost's evaluation cover responsibilities? (Benefit-fewer surveys set to faculty.) Chief Information Officer (CIO) should be added to list and decision made on if review should be under Provost or as a separate survey.

David Byrd 4/4/2018 10:15 AM

Comment [5]: The University Manual 3.10.10 is not consistent with the list of administrators to be reviewed above.

10.90.10 Faculty Evaluation of Administrators. The purpose of Administrator Evaluation is to conduct a thorough performance review of administrators, using a well-defined procedure as outlined in the University Manual. The performance review includes input obtained through use of an electronic survey completed by the administrator's constituency group. The electronic survey results are summarized, documented, and shared with the administrator and the administrator's supervisor. The review results provide administrators with critical feedback from their constituency to help them improve and excel in their positions and/or identify problem areas that must be addressed. The review results provide important information to the administrator's supervisor within the timeframe for a decision on the reappointment of the administrator and establishment of goals and objectives for the new contract period. #07-08—4, #13-14—26

David Byrd 4/6/2018 8:55 AM

Comment [6]: Define "thorough performance review."

David Byrd 4/6/2018 8:59 AM

Comment [7]: Ensure clarity in use of term "constituency group." In 5.76.12 defined as "tenure track faculty."

10.90.11 The President, the Provost and Vice President for Academic Affairs, the Vice President for Research and Economic Development, all Vice Provosts, and all academic deans including the Dean of the University College for Academic Success, the Graduate School, the Graduate School of Oceanography, and of the Library are subject to faculty evaluation. The evaluation shall be scheduled during the academic year immediately preceding the consideration of reappointment of each administrator. Administrators must be reviewed through this process prior to their reappointment. #07-08—4, #13-14—26

David Byrd 4/4/2018 11:05 AM

Comment [8]: List out all colleges for clarity including full names. Consistency between this section and 5.76.12.

10.90.12 Electronic Survey. The administrator evaluation process is based in part on peer reviews, which are a fundamental practice in academia. Therefore, objective and balanced evaluations are necessary for an effective review process. Each member of an administrator's constituent group shall be invited to participate through an electronic survey which will include an open-ended comment section allowing for submission of written comments. The AE Coordinator shall be responsible for overseeing and coordinating the entire evaluation process for all administrators. The AE Coordinator shall request and receive a copy of the administrator's job description, curriculum vita, and statement of accomplishments since her/his initial appointment or last review date. The documents provided by the administrators under review shall be distributed by the AE Coordinator to their constituencies. The survey responses shall be handled confidentially by the AE Coordinator. Participation in the review of administrators including the electronic survey is an optional activity. #07-08—4, #13-14—26

David Byrd 4/18/2018 10:19 AM

Comment [9]: All evaluations should be standardized for administrators with administration over a period of time to be determined. For example, we recommend that evaluation surveys for all academic deans should have a section (A) that is standardized with questions that are applicable across the Deans' responsibilities central to all academic Deans e.g., Arts & Sciences, Engineering, CELLS, Business, Health, Nursing, Pharmacy, College of Education and Professional Studies (School Education), Graduate School Oceanography, Library.

For all other administrators an approved survey instrument shall be approved by the appropriate "constituent" group. An Appendix B may be developed for each college interested in including additional survey questions to assess additional responsibilities of the Dean.

We recommend that every six years the Faculty Senate Executive Committee shall review each administrative survey and recommend changes updates.

10.90.13 Administrator Evaluation Committees (see 5.76.10) shall be established within each administrative unit to prepare survey questions, collaborate with the AE Coordinator and the Faculty Senate Office to conduct the electronic survey, review survey results and faculty comments, and determine how the survey results and any conclusions are to be summarized and presented. **This work will be supported by the Office of Institutional Research through the Administrative Evaluation Coordinator.** The work of these committees shall be completed before March 30 or by the reappointment decision deadline, whichever is earlier. See sections 5.76.10 - 5.76.12 for descriptions of Administrator Evaluation Committees. #07-08--4; #09-10—1, #13-14—26

10.90.14 The Administrator Evaluation Committee shall provide its written report to the administrator under review and meet with her/him to review the major findings, conclusions, and recommendations. The administrator has the option of providing a written response to the Administrator Evaluation Committee within 5 days of meeting with the Administrator Evaluation Committee. The Administrator Evaluation Committee

shall subsequently provide its written report and any written response from the administrator to the administrator's supervisor. Allowing the supervisor a review time not to exceed 14 days, the Administrator Evaluation Committee shall meet with the supervisor and verbally review its major findings, conclusions, and recommendations. All members of the constituent unit shall be notified by the Administrator Evaluation Committee that this meeting has taken place. When the review is complete, a copy of the written report shall be provided to the AE Coordinator who will seal, mark confidential, and file the report in the Faculty Senate Office. #07-08—4, #13-14—26

10.90.15 Verbal Reporting to Constituency. The supervisor of the administrator being reviewed, in accordance with the organizational chart for the institution, shall deliver to the constituency for each administrator a verbal report on the evaluation results. If the constituency is not affiliated with a single administrative unit but represents a university-wide constituency (all continuing faculty), or a group that crosses units (graduate faculty, faculty affiliated with University College, or faculty affiliated with ASFCCCE), the verbal report will be presented at a meeting of the Faculty Senate immediately following the receipt of the written report of the Administrator Evaluation Committee. #13-14—26

David Byrd 4/4/2018 11:26 AM
Comment [10]: "Verbal report" recommendation that this be a required written report as President does for the Provost?

10.90.16 Evaluation of the President. The evaluation of the President is similar to that of all other administrators. However, the President's supervisor is the Rhode Island Board of Education. The president's evaluation report shall be provided only to the President. #13-14—26

10.90.17 The respective administrator evaluation committees shall ensure the confidentiality of the process for the faculty participating in the process as well as for the administrator being evaluated. #07-08—4, #13-14—26

By-Laws 4.4 The Executive Committee of the Senate shall appoint an Administrator Evaluation Coordinator from the tenured faculty for a two-year term. The Administrator Evaluation Coordinator shall be responsible for the following: designating which administrators are to be evaluated in a given year; facilitating the election/selection of administrator evaluation committees within each administrator's constituent group as defined in [section 5.76.12](#) of the University Manual; providing guidance and suggestions to these administrator evaluation committees; and, monitoring the committees' progress in conducting the evaluations. The Executive Committee of the Faculty Senate shall review and evaluate the process as outlined here and as it evolves in the respective Evaluation Committees after the first three-year round and at least every six years after that. #07-08—8