

THE  
UNIVERSITY  
OF RHODE ISLAND




Serial Number #12-13--5

TO: President David Dooley

FROM: Peter Larsen, Chairperson of the Faculty Senate

1. The attached BILL titled, Suspension of the Official Administrator Evaluation Process for Two Years to Conduct a Pilot Process, is forwarded for your consideration.
2. This BILL was adopted by vote of the Faculty Senate on October 18, 2012.
3. After considering this bill, will you please indicate your approval or disapproval. Return the original or forward it to the Board of Governors, completing the appropriate endorsement below.
4. In accordance with Section 10, paragraph 4 of the Senate's By-Laws, this bill will become effective November 8, 2012, three weeks after Senate approval, unless: (1) specific dates for implementation are written into the bill; (2) you return it disapproved; (3) you forward it to the Board of Governors for their approval; or (4) the University Faculty petitions for a referendum. If the bill is forwarded to the Board of Governors, it will not become effective until approved by the Board.

October 19, 2012  
(date)

  
\_\_\_\_\_  
Peter Larsen  
Chairperson of the Faculty Senate

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ENDORSEMENT

TO: Chairperson of the Faculty Senate

FROM: President of the University

Returned.

- a. Approved ☒.
- b. Approved subject to final approval by Board of Governors \_\_\_\_.
- c. Disapproved \_\_\_\_.

10.25.12  
(date)

  
\_\_\_\_\_  
President

**FACULTY SENATE**

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On October 18, 2012, the Faculty Senate approved the following recommendation of the Executive Committee with regard to Administrator Evaluation:

That the Faculty Senate suspend the Administrator Evaluation Process (sections 5.76.10-12 and 10.90.10-15 of the UNIVERSITY MANUAL) for two academic years. During 2012-13 and 2013-14 the Faculty Senate will conduct and assess a pilot administrator evaluation process. Recommendations for changes to the administrator evaluation process will be based on the pilot and proposed for the 2014-15 academic year.

A corrected version of the full proposal is attached.

REPORT OF THE EXECUTIVE COMMITTEE  
October 11, 2012  
As corrected  
Proposal for an Administrator Evaluation Pilot Process

## BACKGROUND

During the 2011-12 academic year, the Faculty Senate discussed the current administrator evaluation process as outlined in sections 5.76.10-11 and 10.90.10-15 of the UNIVERSITY MANUAL. A subcommittee of the FSEC reported to the Executive Committee in May and much of the following proposal is a result of that report. As directed by the FSEC, Senator Nassersharif, the Administrator Evaluation Coordinator, Senate Chair Larsen and Vice Chair Byrd met with Provost DeHayes in October to discuss the evaluation process and some recommendations are in response to that meeting.

The FSEC now recommends the following:

That the Faculty Senate suspend the Administrator Evaluation Process (sections 5.76.10-12 and 10.90.10-15 of the UNIVERSITY MANUAL) for two academic years. During 2012-13 and 2013-14 the Faculty Senate will conduct and assess a pilot administrator evaluation process. Recommendations for changes to the administrator evaluation process will be based on the pilot and proposed for the 2014-15 academic year.

The pilot evaluation will be conducted confidentially with an effort to be fair and constructive as follows:

- a. The following administrators will be evaluated during the 2012-13 academic year in the third year of their current contracts: Deans of Business Administration, Continuing Education, Libraries, and the Environment and Life Sciences. The Provost may also be evaluated during 2012-13.
- b. The following academic administrators will be evaluated during the 2013-14 academic year: Deans of Arts and Sciences and the Graduate School, Chief Information Officer, and Vice Provost for Enrollment Management. The President may also be evaluated during 2013-14.
- c. The evaluations will be conducted by electronic survey with attention paid to confidentiality. To the extent possible the Faculty Senate's evaluation will be conducted at the same time as the Provost's 360-degree electronic survey of supervisors, peers, staff, and external constituents.
- d. The committees for each administrator shall be comprised of five members of the constituency group as currently described in section 5.76.11 of the University Manual.
- e. All continuing faculty members in a college (tenure-track and non tenure track) may participate.
- f. In the cases of administrators to whom few or no members of the continuing faculty report, constituency groups will be determined in consultation with the administrator.

The following procedure will be followed:

- a. The administrator will be asked to prepare a job description using the guidelines in section 3.20.10 of the University Manual including a summary of accomplishments over the previous two years
- b. The evaluation committee will be selected and will review job description and adopt a standard evaluation instrument (survey), adding or deleting questions if necessary
- c. The survey will be released to the members of each constituency group in a process designed to protect confidentiality.
- d. The data from the survey will be kept confidential and forwarded to the administrator's evaluation committee.
- e. The committee will prepare a summary.
- f. The committee will meet with administrator under review to discuss the findings.
- g. The committee will meet with administrator's direct supervisor.
- h. The supervisor meets with the constituency to report survey results while maintaining confidentiality of personnel matters.
- i. The administrator will have the option to respond to and clarify portions of the summary.