

FACULTY SENATE RESOLUTION 90-14

WHEREAS PS-35 mandates that all chairpersons/heads/deans undergo annual performance review by their immediate supervisors (deans or directors or Vice-Chancellors), and

WHEREAS this procedure has not included a systematic mechanism that allows faculty inputs in the review process, and

WHEREAS faculty members, by virtue of their positions, can provide a valid source of assessment of certain administrative dimensions, and

WHEREAS faculty review of administrators could provide useful feedback to chairpersons/deans, reinforce good administrative behavior, and foster greater attention to faculty needs, and

WHEREAS the proposed faculty review procedures represent a collaborative effort between the Faculty Senate Personnel Policies Committee and the Personnel Subcommittee of the Council of Academic Deans and Directors and have received the unanimous support of both committees,

THEREFORE BE IT RESOLVED that the University administration adopt the proposed faculty review procedure (attached) and implement it in the 1991-92 academic year.

ADOPTED: May 2, 1991

Procedure for Faculty Review of Chairpersons

1. The immediate supervisor of the chairperson shall conduct an annual Faculty Review of the Chairperson (FRC) to solicit opinions from the faculty about the chairperson's job performance.
2. All continuing tenure-track faculty members are invited to participate in the FRC process.
3. The FRC should be conducted anonymously and confidentially. The review forms should be directly distributed to faculty members by the supervisor's office. Completed forms should be directly returned to the supervisor's office with anonymity and confidentiality guaranteed.
4. The form used in the FRC may vary from college to college. Several exemplar forms are attached. All forms should include a section that invites open comments by the faculty member about the chairperson's conduct of the department.
5. With two months of the completion of the review forms, the supervisor should provide to the faculty a summarized report of the results of the survey. If on the review form, a majority of the faculty indicate a need for such a meeting, a meeting between the supervisor and the departmental faculty, with the chairperson absent, shall be held to discuss the results of the FRC.
6. The supervisor should meet with the chairperson to review the results of the FRC. To guarantee the confidentiality of the FRC, only the summarized results of the FRC and typed/printed comments should be provided to the chairperson.

Procedure for Faculty Review of Deans

1. The immediate supervisor of the dean (i.e., the Vice-Chancellor) shall conduct a biannual Faculty Review of the Dean (FRD) to solicit opinions from the faculty about the dean's job performance.
2. All continuing tenure-track faculty members are invited to participate in the FRD process. It is recommended that faculty members should indicate their ranks on the FRD form.
3. The FRD should be conducted anonymously and confidentially. The review forms should be directly distributed to faculty members by the supervisor's office. Completed forms should be directly returned to the supervisor's office with anonymity and confidentiality guaranteed.
4. The form used in the FRD may vary from college [to] college. Several exemplar forms are attached. All forms should include a section that invites open comments by the faculty member about the dean's conduct of the college.
5. Within three months of the completion of the form, the supervisor should provide a summarized report of the results of the FRD to the faculty. If the majority of the faculty indicate a need for such a meeting on the review form, a meeting between the supervisor and the representatives of the departmental faculty, with the dean absent, shall be held to discuss the result of the FRD.
6. The supervisors should also meet with the dean to review the results of the FRD. To guarantee the confidentiality of the FRD, only the summarized results of the FRD and typed/printed comments should be provided to the dean.