

MEMORANDUM

TO: Fort Wayne Senate
FROM: Faculty Affairs Committee
DATE: March 27, 2015
SUBJECT: Faculty evaluation of administrators

WHEREAS SD 92-13 instated a process whereby all academic administrators would be evaluated regularly and that all members of the Voting Faculty should be invited to participate in evaluating the administrators under whom they work; and

WHEREAS in SD 97-23 (now 09-07) FAC recommended that department chairs and associate deans be evaluated by departmental faculty each year according to the governance procedures of individual schools/colleges/divisions and all administrators above the level of associate dean be evaluated through a process called Upward Feedback, administered by the Office of Institutional Research and Analysis; and

WHEREAS SD 97-23 established FAC as responsible for overseeing these processes and if necessary making changes; and

WHEREAS recent inquiries by FAC revealed that most of the schools/colleges/divisions do not include administrator evaluation in their governance documents; and

WHEREAS there is considerable variation in the processes schools follow when evaluating chairs and associate deans; and

WHEREAS not all schools have been implementing the process on a regular basis; and

WHEREAS the existence of the policy is often not communicated to new deans, leading to a disruption of the process when there is a change of leadership; and

WHEREAS there is no method by which school-level program directors are evaluated, leaving them the only class of administrator that supervises faculty but is not evaluated by those faculty;

BE IT RESOLVED, that FAC be charged with creating a standard set of yearly procedures for the evaluation of chairs, associate deans, and program directors, to be incorporated into school/college/division governance documents and implemented by deans. These procedures will not dictate specific questions or wording.

FURTHERMORE, that FAC design a system of oversight to ensure that these procedures are carried out fairly and consistently on a yearly basis and according to defined procedure.

FURTHERMORE, that FAC create a mechanism for the communication of these procedures in the case of change in leadership.