# Faculty Senate Faculty Administrator Review Committee Administrator Review Group A and Group B Process (as of September 9, 2013)

### GUIDELINES FOR THE EVALUATION PROCESS FOR ADMINSTRATORS

## Group A:

1. Within the first three weeks of the fall semester, the supervisor of the administrator to be reviewed will appoint an Ad Hoc Administrator Review Committee consisting of five members. At least three members must be faculty, and at least one must be on the Faculty Senate (including alternates). (It is recommended that staff be included on the ad hoc committee as appropriate.)

In the case of evaluation of the Dean of the Graduate School the Provost will appoint an Ad Hoc Committee consisting of two faculty drawn from the UAF Faculty Senate's Graduate Academic and Advisory Committee, one other faculty member, one dean/director, an a graduate student representative.

The Ad Hoc Committee will solicit input from all relevant constituencies on- and off-campus, including faculty, staff, and students. This may be accomplished through various instruments, e.g., a standard questionnaire completed anonymously and returned to the committee chair.

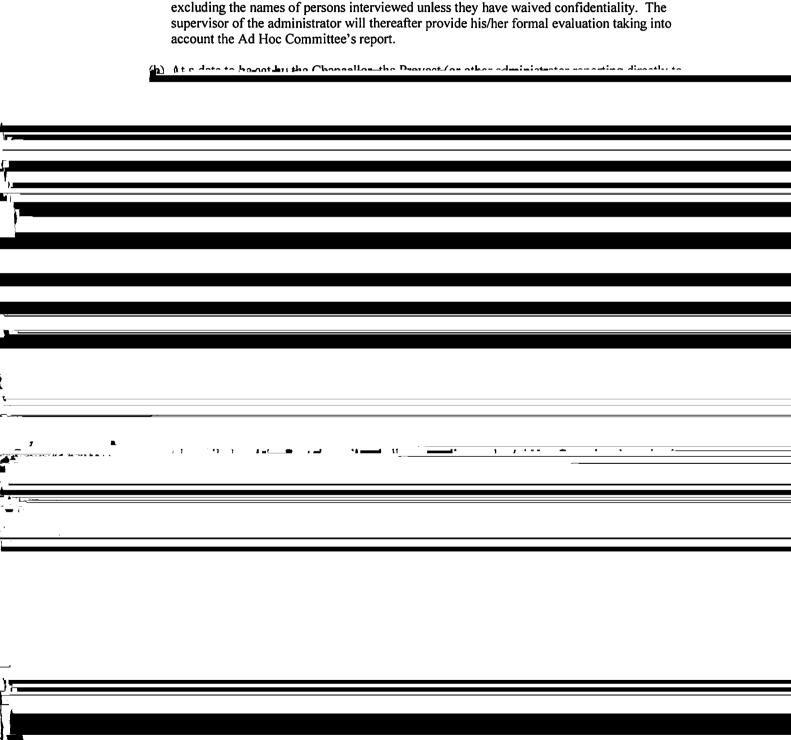
2. The administrator to be evaluated will prepare a narrative self-evaluation of activities performed during the three-year period (academic years) prior to the year of evaluation or since the last evaluation. This narrative should include reflections about how adequately s/he has fulfilled responsibilities of leadership consistent with his/her own performance expectations and those of faculty, staff, and students in the unit. Major or otherwise significant accomplishments should be

highlighted. Any issues raised in the last evaluation should be referenced with a view to what progress has been made on those items. Finally, the self-evaluation should identify a limited set of reasonable goals for the unit over the next three years, with some discussion about specific strategies that may be undertaken through his/her administrative leadership.

- 3. The Ad Hoc Committee will interview a select sample of faculty, staff, students and others as relevant for further evaluative comments about the administrator's performance.
- 4. The Ad Hoc Committee will interview the administrator either in person or by conference call. The interview shall proceed on the basis of a set of questions which reference the administrator's self-evaluation, the results of returned questionnaires, and the interviews of faculty, staff, and students.

<u> լթե կ գրթե Մեհհակերտ հելիլ հասատես սա տողուգութ տուսաատա</u>	ni qualandement italiament talkallimariant	
The Roll of the Control of the Contr	1	

Administrator's evaluation. The specifics of the content of the report of the Ad Hoc Committee shall not be discussed if the Administrator's supervisor deems that inappropriate under Board of Regents' Policy P04.01.062. and Alaska Statute. In particular, the Administrator must give written consent for the specific content to be discussed. However, the FARC shall be provided information on the process followed by the Ad Hoc committee, excluding the names of persons interviewed unless they have waived confidentiality. The supervisor of the administrator will thereafter provide his/her formal evaluation taking into account the Ad Hoc Committee's report.



## GUIDELINES FOR THE EVALUATION PROCESSFOR ADMINISTRATORS

# Group BAdministrators:

In addition to be reviewed annually by his/her immediate Supervisor, "G1I ggorrviedio223G1I ggorevitedons; (2) a summary of his/her notable is; and (3) a statement of relevant goals/objectives duties for the upcoming years. The Supervisor's cortunities for comment on the "Group B" oved shall be referenced in anonymous and covided to the "Group B" administrator. The