

No. 1863, (original), April 22, 1993
No. 1863R1 (revised), November 18, 1993
No. 2137, (revised), April 16, 1998
No. 2137R1, (revised), March 25, 1999
No. 2137R2, (revised), November 17, 2005
Editorially revised, April 22, 2016
No. 2137R3, (revised), May 17, 2007
No. 2137R4, (revised), February 15, 2018
No. 2137R5, April 18, 2019

POLICY FOR FACULTY EVALUATION OF ADMINISTRATORS

PURPOSES

~~The procedures shall:~~

1. ~~Provide~~ Provide formative information to administrators for the purpose of improving and evaluating performance.
2. ~~Provide~~ Provide an avenue facilitating communication between faculty and administration by opening a forum that stimulates the independent expression of views of faculty members on administrative performance.
3. ~~Provide~~ Provide faculty and instructional academic staff (with appointments of 50% or greater) - input to the appropriate appointing officer concerning the performance of the Chancellor, the Provost/Vice Chancellor, the Vice Provost for Research, the deans and associate deans.
4. ~~Exercise~~ Exercise faculty governance, ~~and~~
5. ~~Include~~ Include administrators in the process of review analogous to what faculty experience.

MEMBERSHIP

Senate Subcommittee on the Evaluation of Administrators (SSEA). Six members as follows: five faculty members elected annually to staggered three-year terms and one instructional academic staff senator appointed annually by the Academic Staff Committee. No more than two faculty members shall be from a single school, college, or equivalent academic unit. No more than one faculty member shall be from a single department in a departmentalized school or college. Nominations and elections for the faculty members will take place at the May Faculty Senate meeting. The chair shall be a faculty member elected by the committee.

PROCEDURES

1. — The faculty, in cooperation with the Office of the Secretary of the University and in consultation with the appropriate appointing officer, participates in periodic evaluation of the UWM Chancellor, Provost/Vice Chancellor, Vice Provost for Research, deans and associate deans.

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2.1. Senate Subcommittee on the Evaluation of Administrators (SSEA)

Membership Six members as follows: five faculty members elected annually to staggered three-year terms and one instructional academic staff senator appointed annually by the Academic Staff Committee. No more than two faculty members shall be from a single school, college, or equivalent academic unit. No more than one faculty member shall be from a single department in a departmentalized school or college. Nominations and elections for the faculty members will take place at the May Faculty Senate meeting. The chair shall be a faculty member elected by the committee. The function of this committee will be the coordination/administration of the faculty evaluation of administrators.

3.2. The Chancellor, the Provost/Vice Chancellor, and the deans of UWM's decanal units will be evaluated by their constituent faculties (as defined by the SSEA) in their 5th year of service (from the date of appointment to the position), and every 5 years thereafter (i.e., the 10th, 15th years). The associate deans will be evaluated at the same time as their dean. Associate deans in their first year of service will be exempt from evaluation. The Vice Provost for Research will be evaluated at the same time as the Provost/Vice Chancellor. However, the first evaluation of the Vice Provost for Research and the associate deans must take place no later than seven years from the date of their appointment.
(Editorially revised, 04-22-16)

4.3. The SSEA assumes responsibility for the design and approval of an evaluation procedure. This procedure will be developed in consultation with the administrator, the appropriate appointing officer, and a member of a pre-existing faculty group from the school/college or division that has been designated by the chief administrative officer of the unit being evaluated (e.g., dean, Provost, etc.), and approved by the SSEA, to receive and review the SSEA's final evaluation report. The procedure should include, minimally, a questionnaire in which faculty and instructional academic staff (with 50% appointment or greater) are asked to comment on and indicate their level of satisfaction with the administrator's performance. The questionnaire is to be electronically distributed to all constituent faculty members and instructional academic staff (with 50% appointment or greater) and collected before the end of the first semester of the administrator's 5th, 10th, 15th, etc. years. Sample questionnaires are available for review through the Secretary of the University's office.

4. Members of the SSEA will develop the questionnaire and share with the administrator(s) and appointing officer prior to distributing to faculty and instructional academic staff. The administrator shall have ten (10) working days to

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review and respond to the draft questionnaire. The SSEA is not required to accept changes requested by the administrator.

5.

5. The Office of the Secretary of the University shall be responsible for the electronic distribution of the final questionnaire.

6. Members of the SSEA, ~~with the help of a designated member of the Secretary of the University's staff,~~ will use the completed evaluation materials (i.e., questionnaires and any other data or information solicited from the faculty by the SSEA) to compile a preliminary evaluation report which summarizes the results. The evaluation report will include the number and percentage of faculty reporting and thea summary of written comments.

7. The SSEA's preliminary evaluation report will be electronically distributed to the administrator(s) being evaluated. The administrator(s) shall have fifteen (15) working days within which to review and respond to the committee's preliminary report. The SSEA shall have ten (10) working days to examine any response received from the administrator(s) being evaluated and to make any additions or corrections to its final evaluation report. The SSEA is not required to make changes to the report.

8. ~~The SSEA may share the entire Qualtrics survey summary with the administrator. A summary of the written comments will be available for faculty and instructional academic staff review.~~

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~~8.~~ 9.

9. The SSEA will forward its final evaluation report to the Secretary of the University who will electronically distribute it to the administrator(s) being evaluated, the appointing officer, the members of the pre-existing faculty group designated to receive the final report, and the department or executive committee chairs within the evaluated administrator's college/school or unit. In the case of the Chancellor and Provost, the faculty group receiving the final report will be the University Committee. Copies electronically distributed by the Secretary of the University ~~shall not to be duplicated, and~~ must be clearly marked as confidential and include "D-do not duplicate" on the document. Faculty and instructional academic staff (with a 50% appointment or greater) from the college/school or unit are encouraged to contact either their department chair or members of the pre-existing faculty group to review the SSEA's final report. ~~Faculty may also review the SSEA's final report in the Secretary of the University's Office.~~

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10. The appointing officer of the individual(s) being evaluated shall inform the SSEA, not later than twenty ~~eight~~ (20~~8~~) working ~~working or calendar?~~ days after receipt of the final evaluation report, of any and all actions that have been taken, or are planned, in response to the report.
11. The SSEA shall forward its final evaluation report to the UC, along with a summary of any actions that have been taken, or are planned, in response to the report, prior to the first meeting of the faculty senate in the following academic year.

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