

5-23-1974

## Report of the Special Committee to Evaluate Administrators: recommendation #4, #5, and #6

University of Rhode Island Faculty Senate

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*For Chair - Pres.*  
*Case 11-7-74*

Serial Number 73-74--50

UNIVERSITY OF RHODE ISLAND

FACULTY SENATE

BILL

Adopted by the Faculty Senate

RECEIVED  
UNIVERSITY OF R. I.  
MAY 28 1974  
OFFICE OF THE PRESIDENT

TO: Acting President William R. Ferrante

FROM: Chairman of the Faculty Senate

1. The Attached BILL, titled Report of the Special Committee to Evaluate Administrators: Recommendation #4, #5, and #6.

is forwarded for your consideration.

2. The original and two copies for your use are included.

3. This BILL was adopted by vote of the Faculty Senate on May 23, 1974 (date).

4. After considering this bill, will you please indicate your approval or disapproval. Return the original or forward it to the Board of Regents, completing the appropriate endorsement below.

5. In accordance with Section 8, paragraph 2 of the Senate's By-Laws, this bill will become effective on June 13, 1974 (date), 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 Regents for their approval; or (4) the University Faculty petitions for a referendum. If the bill is forwarded to the Board of Regents, it will not become effective until approved by the Board.

May 24, 1974  
(date)

Maury Klein /s/  
Chairman of the Faculty Senate  
Maury Klein

ENDORSEMENT 1.

TO: Chairman of the Faculty Senate

FROM: President of the University

1. Returned.

2. Approved  Disapproved

3. (If approved) In my opinion, transmittal to the Board of Regents is not necessary.

11/7/74  
(date)

Frank Newman /s/  
President

(OVER)

RECEIVED

NOV 7 1974

UNIVERSITY OF RHODE ISLAND  
FACULTY SENATE

*(Conditional approval  
see letter dated 11/7/74  
to Dr. Batt)*

ALTERNATE ENDORSEMENT 1.

TO: Chairman of the Board of Regents.

FROM: The University President

1. Forwarded.

2. Approved.

\_\_\_\_\_/s/  
(date) President

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ENDORSEMENT 2.

TO: Chairman of the Faculty Senate

FROM: Chairman of the Board of Regents, via the University President.

1. Forwarded.

\_\_\_\_\_/s/  
(date) \_\_\_\_\_  
(Office)

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ENDORSEMENT 3.

TO: Chairman of the Faculty Senate

FROM: The University President

1. Forwarded from the Chairman of the Board of Regents.

\_\_\_\_\_/s/  
(date) President

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Original received and forwarded to the Secretary of the Senate and Registrar for filing in the Archives of the University.

\_\_\_\_\_/s/  
(date) Chairman of the Faculty Senate

UNIVERSITY OF RHODE ISLAND  
Kingston, Rhode Island

FACULTY SENATE

On May 23, 1974 the Faculty Senate approved the following recommendations of the Special Committee to Evaluate Administrators:

- 4.1 The evaluation of the administrator in Category 1 shall be conducted by a Faculty Senate Evaluation Coordinating Committee appointed in the same manner as standing committees of the Senate. The Committee shall prepare the evaluation form, administer the form to the University faculty, tabulate and summarize the results, and forward a summary report to the University President.
- 4.2 The Faculty Senate Evaluation Coordinating Committee shall conduct the evaluation of the administrators in Category 2. The Committee shall prepare the evaluation form, administer the forms to the University faculty, tabulate and summarize the results, and forward a summary to the President. The President shall discuss the results with those who have been evaluated. In the case of the Provosts, the Committee shall solicit evaluations only from those faculty directly involved with the administrator in question.
- 4.3 The evaluation of administrators in Category 3 shall be conducted by College Evaluation Committees of no fewer than three, and no more than seven, faculty elected by the faculty of each college. Each committee shall prepare the evaluation forms, administer the forms to the college faculty; tabulate and summarize the results, and forward a summary report to the Vice-President for Academic Affairs. The Vice President shall discuss the results with each Dean. In the case of Associate Deans, the summary reports shall be forwarded to the Dean who shall discuss the results with the Associate Dean.
- 4.4 The evaluation of persons in Category 4 shall be conducted by Department Evaluation Committees elected by the faculty of each department. Each committee shall prepare the evaluation forms, administer the forms to the department faculty, tabulate and summarize the results and forward a summary report to the Dean. The Dean shall discuss the results with each chairperson.
- 4.5 Those evaluated shall be given a copy of their own summary report of evaluations and shall have the opportunity of making written comments to be forwarded with the report to his or her supervisor as herein provided.
- 4.6 The administrator evaluated, if he or she wishes, shall have the opportunity to examine the individual evaluation forms.

5. The Faculty Senate Evaluation Coordinating Committee shall have responsibility for the general supervision of all evaluation activities included in this proposal, shall keep a file of sample evaluation forms, shall offer assistance to colleges and departments, and shall report to the Faculty Senate. The Coordinating Committee shall establish specific time schedules for
  - a) administering evaluation forms
  - b) tabulating and summarizing results
  - c) submitting the summary reports to the appropriate individuals
  - d) holding follow-up discussions.
  
6. Evaluation shall be conducted annually. Administrators who, on the date when the evaluation forms are sent to the faculty, have served in their positions for less than one year shall not be evaluated.