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## Report of the Administrator Evaluation Committee

University of Rhode Island Faculty Senate

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THE UNIVERSITY OF RHODE ISLAND  
Kingston, Rhode Island

FACULTY SENATE  
BILL

Adopted by the Faculty Senate

TO: President Edward D. Eddy

FROM: Chairperson of the Faculty Senate

1. The attached BILL, titled Report of the Administrator Evaluation Committee

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 March 5, 1987.  
(date)
4. After considering this bill, will you please indicate your approval or disapproval. Return the original or forward it to the Board of Governors, completing the appropriate endorsement below.
5. In accordance with Section 10, paragraph 4 of the Senate's By-Laws, this bill will become effective March 26, 1987, 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 Governors for their approval; or (4) the University Faculty petitions for a referendum. If the bill is forwarded to the Board of Governors, it will not become effective until approved by the Board.

March 6, 1987  
(date)

Richard Katula  
Richard Katula  
Chairperson of the Faculty Senate

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ENDORSEMENT

TO: Chairperson of the Faculty Senate

FROM: President of the University

Returned.

- a. Approved  \_\_\_\_\_.
- b. Approved subject to final approval by Board of Governors \_\_\_\_\_.
- c. Disapproved \_\_\_\_\_.

3/12/87  
(date)

Edward D. Eddy  
President

THE UNIVERSITY OF RHODE ISLAND  
Kingston, Rhode Island

FACULTY SENATE

ADMINISTRATOR EVALUATION COMMITTEE

January, 1987

Amended by the Faculty Senate and approved on March 5, 1987

The Administrator Evaluation Committee has developed over the past two years a revised administrator evaluation procedure. During this process, the committee met with and/or received comments from the Faculty Senate, the Executive Committee and the Constitution, By-Laws and University Manual Committee and various administrative officials, including the Council of Deans, Vice President Ferrante and President Eddy.

The Administrator Evaluation Committee is now ready to present to the Faculty Senate its proposals for an administrator evaluation procedure. We therefore recommend that the Faculty Senate approve the following proposed changes in the UNIVERSITY MANUAL regarding Administrator Evaluation:

- A. Add new sections 10.90.10 - 10.90.15 in Chapter 10 "Administrative Procedures":

10.90.10 Faculty Evaluation of Administrators The purpose of Administrator Evaluation is to help administrators do their jobs as well as possible in accordance with long-range plans and goals, by giving them, regularly and through established procedures, information about how their faculty perceive their current effectiveness and what things their faculty deem it most important that they do. In conducting this procedure the faculty acknowledges that this is only one element of an overall evaluation of administrators.

10.90.11 The President, Vice President for Academic Affairs, and all academic deans including the Deans of the Graduate School, University College, College of Continuing Education and of the Library are subject to faculty evaluation. An administrator must be in the position at least one year before an evaluation is conducted. After the first evaluation, the administrator will be subject to faculty evaluation once every three years.

10.90.12 Committees shall be established within each administrative unit to design, following general guidelines approved by the Faculty Senate, means for eliciting from the faculty in each unit their evaluations, and determine how the data are to be summarized and presented. See sections 5.75.10 - 5.75.13 for descriptions of Administrator Evaluation Committees.

10.90.13 Administrators being evaluated shall be consulted by their respective committees with regard to the process and instruments being designed in order that the administrator may provide input to the proposed procedure. In the unlikely event that consensus cannot be reached on the evaluation instrument and process, the differences would be referred to the Administrator Evaluation Coordinating Committee for arbitration (see sections 4.45 -4.46 of the By-Laws of the Faculty Senate).

10.90.14 The written results of each evaluation shall be disseminated to the administrator involved and to his or her immediate supervisor by the evaluation committee for each administrator. The results of the President's evaluation go only to the President.

10.90.15 The respective administrator evaluation committees shall employ the following guidelines:

- a. Before any evaluation instrument is designed, the committee should review the unit's mission and long range goals and formulate an accurate description of the functions expected to be performed by the administrator under evaluation. This formulation should be based on a formal job description submitted by the administrator to be evaluated and revisions suggested by his/her immediate supervisor and by academic department chairpersons who have regular dealings with that administrator (see section 5.75.12 for the definition of constituent groups). This procedure provides evaluative information insofar as there are differences of opinion regarding the administrator's functions or the priorities to be assigned these functions.
- b. From information derived by the procedure described in "a" above, the committee should establish a general description of the administrator's functions. That description should, in turn, be used as the basis for an instrument to elicit evaluative feedback from the administrator's constituent faculty.
- c. In addition to requesting evaluation of an administrator's competencies in performing the job, questions should be posed about the administrator's style of relating to constituents, superiors, and others outside the unit. The committee's instrument might include (but would not be limited to) evaluations of such characteristics as effective management of resources, goal setting and achievement, communication, conflict resolution, leadership, and promotion of scholarship in light of the mission and goals of the unit.

- d. The type of instrument devised shall be determined by the respective administrator evaluation committees. In all cases, individual faculty evaluators shall have the option of signing the submitted form or not.

B. Add new sections 5.75.10 - 5.75.13 in Chapter 5 "Committees of the University":

5.75.10 Administrator Evaluation Committees shall be established within each administrative unit to conduct administrator evaluations as described in sections 10.90.10 - 10.90.15.

5.75.11 Each administrator evaluation committee shall consist of 3-5 members. Three members shall be chosen by the appropriate faculty group as defined in section 5.75.12, hereafter referred to as the constituent group. The administrator, as well as his/her immediate supervisor, shall each have the option to choose an additional member of the committee from the constituent group. The Administrator Evaluation Coordinating Committee shall be responsible for facilitating the selection of the respective administrator evaluation committees.

5.75.12 The constituent groups shall be defined as follows: a) all full-time continuing members of the appropriate college faculty for academic deans with college faculties; b) all current members of the Graduate Council and faculty who have served as members of the Graduate Council during the preceding three years for the Dean of the Graduate School; c) all faculty who have taught at the College of Continuing Education during the three years immediately preceding the evaluation and chairpersons of academic departments for the Dean of the College of Continuing Education; d) all faculty who have served as advisors to University College during the three years immediately preceding the evaluation for the Dean of University College; e) all continuing members of the general faculty for the Vice President for Academic Affairs; f) all continuing members of the general faculty for the President.

5.75.13 All members of the constituent groups defined in section 5.75.12 shall be eligible to participate in the evaluation of the their respective administrators. In addition, all members of the graduate faculty are eligible to participate in the evaluation of the Dean of the Graduate School and all chairpersons of academic departments offering undergraduate programs are eligible to participate in the evaluation of the Dean of University College.

C. Amend sections 4.45 through 4.49 of the Faculty Senate By-Laws as follows:

1. Change the name of the Administrator Evaluation Committee to the Administrator Evaluation

Coordinating Committee;

2. Delete existing sections 4.45 - 4.48 of the Faculty Senate By-Laws.
3. Add the following new section 4.45:

4.45 The Administrator Evaluation Coordinating Committee shall be responsible for the following: designating which administrators are to be evaluated in a given year; facilitating the selection of administrator evaluation committees within each constituent group as defined in section 5.75.12 of the University Manual; providing guidance and suggestions to the administrator evaluation committees as they design their instruments and procedures; and, monitoring the committees' progress in conducting the evaluations. In addition, the Administrator Evaluation Coordinating Committee shall review and evaluate the process as outlined here and as it evolves in the respective Evaluation Committees after the first three-year round and at least every six years after that. The results of the review shall be reported to the Faculty Senate.

4. Renumber existing section 4.49 as 4.46:

4.46 The membership of the committee shall include six faculty appointed by the Senate, two administrators appointed by the President, one of whom shall be a Dean, one undergraduate student appointed by the Student Senate and one graduate student appointed by the Graduate Student Association.

Members of the Committee:

Harold Barnett, ECN	Winifred Brownell, SPE
Anne Christner, HCF, Chairperson	Jacqueline Fortin, NUR
William Mensel, ENG	Shashanka Mitra, ELE
William Rosengren, SOC	Irving Spaulding, REN
John Knauss, Dean, GSO	Arthur Young, Dean, LIB
Sheila Black Grubman, <u>ex officio</u>	