



MEMORANDUM

To: Donna E. Shalala, President

From: Richard L. Williamson
Chair, Faculty Senate

Date: March 27, 2012

Subject: Faculty Senate Legislation #2011-43(D) –*Faculty Manual* Section A13.7, Procedures for the Evaluation Process in the Section of the *Faculty Manual* Dealing with the Provost, Deans, and Chairs titled: Appointment and Retention of Administrative Officers [as noted in Legislation #2011-20(A)]

At its March 21, 2012 meeting, the Faculty Senate unanimously approved the procedures for the evaluation process as noted in Legislation #2011-20(A) in the *Faculty Manual* Section A13.7.

These procedures are designed to comply with Section A13.7, which provides that the Faculty Senate shall adopt and publish written procedures in the form of Class D legislation (1) outlining the responsibility of tallying and reviewing faculty comments during the review process; (2) explaining how the responses and summaries are distributed; (3) explaining the Senate Chair's role in summarizing the comments and confidential comments; and (4) describing other procedural matters relevant to the academic appointment and retention review process under Section A13.

- (a) VOTE COLLECTION AND ANONYMITY. The Faculty Senate Office staff shall collect the results of the evaluation. Immediately upon transmission, the faculty member's vote and comments shall be electronically stripped from the sender's identification in order to make the votes and comments anonymous. The anonymous votes shall then be tallied by the Faculty Senate Office staff. In a Department with six or fewer eligible voting faculty members, one or two members of the Senate Committee on General Welfare ("GWC") shall personally interview each eligible faculty member in that Department in lieu of the faculty members' participation in the voting and commenting process. The GWC members involved in any aspect of the evaluation process shall not be from the same School or College as the person being evaluated or have any other conflict of interest, real or perceived.
- (b) INDEPENDENT ASSESSMENT BY THE COMMITTEE ON GENERAL WELFARE. Once the votes have been collected, made anonymous and tallied by the Faculty Senate Office staff in keeping with paragraph (a), the votes shall be independently confirmed by two members of the GWC, and the general and confidential comments shall be reviewed. More than two GWC members may be used only if there are many voting faculty, as determined by the Chair of the Faculty Senate.

- (c) **GENERAL COMMENTS.** General comments (those not labeled “confidential”) are anonymous but not confidential. They shall be reviewed and summarized by at least two members of the GWC acting independent of each other. The summaries shall be provided to the Faculty Senate Chair and the Faculty Senate Secretary. The Senate Chair shall have the authority to treat a general comment as a confidential comment where necessary to preserve anonymity.
- (d) **CONFIDENTIAL COMMENTS.** Confidential comments are those that a faculty member believes should be known but that (1) the faculty member does not want passed on verbatim and/or (2) the faculty member believes should not be passed on to the person being evaluated. Confidential comments shall be written on a separate portion of the rating ballot marked specifically for “confidential comments” and shall be both confidential and anonymous. If there are six or fewer total commenters for a single evaluation and there is a strong divergence in the responses, all comments shall be treated as confidential even if they are not written in the “confidential comments” portion of the ballot. Upon receiving these comments, the GWC members shall summarize them and, as necessary, rewrite these comments in very different language so as to guarantee anonymity, and provide the summaries to the Faculty Senate Chair and the Faculty Senate Secretary.
- (e) **FACULTY SENATE CHAIR’S REPORT.** The Faculty Senate Chair shall prepare a report based on an independent reading of the ballots and the information provided by the GWC members. The Chair’s report shall include a tally of the votes and a summary overview of the general and confidential comments and shall be distributed as outlined in paragraph (f). In the event that a comment is labeled confidential and cannot be reworded to disguise the identity of the faculty member who made the comment, the comment shall be omitted from the Senate Chair’s report. If appropriate, the comment may be summarized and communicated orally to the President and the Provost in the case of review of the Dean, or to the Provost and the Dean in the case of review of a Chair.
- (f) **COMMENT DISTRIBUTION.** The tally of votes, summary of general comments and summary of confidential comments contained in the Faculty Senate Chair’s report shall be distributed as follows:
 - (i) In the case of a review of the Dean, the Senate Chair’s report is distributed to the President and the Provost. The Dean, the President and the Provost shall receive the tally of votes. Except as provided in paragraph (d) concerning a small number of votes, the Dean, the President and the Provost shall also receive copies of the non-confidential comments. The Senate Chair’s summary of confidential comments is forwarded to the President and the Provost, but not the Dean.
 - (ii) For an evaluation of a Chair, the Senate Chair’s report is distributed to the Dean and the Provost. The Chair, the Dean and the Provost shall receive the tally of votes. The Chair, the Dean and the Provost shall also receive copies of the non-confidential comments unless there is a strong divergence in a very small response as outlined in paragraph (d). The Senate Chair’s summary of confidential comments is forwarded to the Provost and the Dean, but not the Chair.

- (iii) No one, other than the Faculty Senate Chair, the Secretary of the Faculty Senate, and the involved GWC members shall ever see the verbatim confidential comments. Confidential comments shall not be transmitted verbatim to the President, the Provost and/or the Dean and shall not be transmitted to the person being evaluated at all.

This legislation is sent for your information.

RW/rh

cc: Thomas LeBlanc, Executive Vice President and Provost