

Senate Document SD 09-7
(Amends SD 97-23)
(Approved, 3/15/2010)

TO: Fort Wayne Senate

FROM : Faculty Affairs Committee
Peter Dragnev, Chair

SUBJECT: Upward Feedback: Review of Administrators

DATE: January 25, 2010

DISPOSITION: To the Presiding Officer for implementation

WHEREAS, Senate Document 97-23 recommends that all administrators at and above the level of Department Chairs be evaluated,

Be it therefore resolved that SD 97-23 be amended as follows:

Senate Document SD 09-7
(Amends SD 97-23)
(Approved, 3/15/2010)

Senate Document SD 97-23
(Approved, 4/13/1998)

Upward Feedback: Review of Administrators

1. All department chairs **and associate deans** be evaluated by departmental faculty each year, using a method determined according to the governance procedures of the school in which the department is located, and that the results of these evaluations be distributed to the chair ~~and the chair's dean or associate dean, and the relevant dean~~ only, to be used for evaluation and improving administrative performance; and
2. All academic administrators above the level of chair, **including Associate Vice Chancellors**, holding faculty appointments be evaluated by the Upward Feedback process during February each year; and
3. All faculty in the unit(s) for which the academic administrator is responsible **or interacts**, be invited to participate in the process; and
4. The form be redesigned so as to be appropriate to the job description of the subject and the relationship of the faculty evaluator to the subject; and
5. The Faculty Affairs Committee be responsible for supervising the use of the Upward Feedback process, including revising the forms, distributing and collecting them, and arranging for them to be collated by the Office of Institutional Research and Analysis; and
6. The results be distributed to the subject and the subject's supervisor only, to be used for evaluation and improving administrative performance; and
7. ~~This revised process be implemented during February 1999 and reviewed by the Faculty Affairs Committee four years thereafter.~~ **The evaluation forms for Associate Vice Chancellors be developed and revised by the Faculty Affairs Committee of the Senate and the evaluation forms for Associate Deans by the requisite School/College.**