

To: Fort Wayne Senate

From: Faculty Affairs Committee  
Robert Jeske, Chair

Date: November 25, 1992

Subject: IPFW Policy Statement on Evaluation of Academic Administrators

Disposition: To the Presiding Officer for implementation.

Whereas, IPFW has no campuswide policy or procedure for the evaluation of academic administrators (i.e., department chairs, deans and directors, academic vice chancellor, and chancellor);

Resolved, That the IPFW administration, in cooperation with the appropriate faculty-governance bodies, develop, publish, and implement a policy and procedure for the periodic evaluation of academic administrators; and

Resolved, That the following principles be observed in the IPFW policy and procedure:

1. Each academic administrator at the level of department chair or above should be evaluated on a regular schedule, at intervals not exceeding three years.
2. The purpose of each evaluation should be the improvement of the academic administrator's performance.
3. A majority of the membership of each body appointed to evaluate academic administrators should be Voting Faculty as defined by the Constitution of the Faculty.
4. Appointments to each body evaluating an academic administrator should be made by the immediate administrative superior of the person being evaluated: For example, deans should appoint committees evaluating department chairs, the academic vice chancellor should appoint committees evaluating deans, the chancellor should appoint committees evaluating the academic vice chancellor and the presidents should appoint committees evaluating the chancellor.
5. Appointments to these committees should be based on close consultation with the appropriate, elected faculty-governance bodies, or in the case of small units lacking such elected bodies, with all Voting Faculty in the unit.
6. Following completion of the evaluation, the committee and the appointing person should prepare and distribute to the relevant faculty-governance body (department, school, or campus) a written summary of the review. Further distribution of the review shall be determined by the faculty-governance body.
7. Results of evaluations should be taken into account in decisions concerning salary adjustments, continuation of administrative duties, and similar conditions of employment.