

TO: Fort Wayne Senate

FROM: Downs, Chair  
Faculty Affairs Committee

SUBJECT: Upward Feedback: Review of Administrators

DATE: 23 March 1998

DISPOSITION: To the Presiding Officer for implementation

Whereas, the Faculty Affairs Committee charged itself with reviewing the Upward Feedback evaluation form and process; and

Whereas, the Faculty Affairs Committee has completed its review;

It therefore recommends to the Senate that

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 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. 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.