

## **DRAFT 2-18-16**

### **MONTANA STATE UNIVERSITY**

**Policy: Faculty Review of University Administrators  
(Trial procedure in AY 15-16 and amended if necessary as a proposed policy for approval next year.)**

**Responsible Party: Faculty Senate**

#### **100.00 Faculty Review of University Administrators**

The Faculty Senate will periodically conduct reviews of university administrators. For the purpose of this policy, university administrators shall be the president, provost, vice presidents, deans, and department heads. The administrator under review is the “Reviewed,” and the faculty members participating in the review are the “reviewers.”

The objectives of these reviews, which are meant to be formative not summative, are: 1) to provide faculty input to the Reviewed on successful practices, on areas of current importance, and on concerns in the functioning of the university, college, or department; and 2) to stimulate a discussion between faculty and the reviewed related to strategies or plans to address the faculty input provided in the review.

The planning, management, and review of university administrators are coordinated and administered by the Faculty Senate Steering Committee. The president, provost, vice-presidents, deans, and department heads will be reviewed by faculty every year. Deans and department heads will be reviewed in early Spring Semester. The president, provost, and vice-presidents will be evaluated late Spring Semester.

The review will be implemented in such a way to assure the anonymity of reviewers and to respect the personnel rights of the Reviewed.

For the reviews of the president, provost, and vice presidents, the reviewers will be all faculty. For the reviews of the Dean of the Graduate School and the Dean of the Honors College, the reviewers will be faculty across campus with an association with either the Graduate School or the Honors College, respectively. For all other deans, the reviewers will consist of faculty within the college or unit of the Reviewed. Finally, reviewers for department heads or directors will consist of faculty within that department or school.

#### **200.00 President and Provost Review Process (TBD)**

#### **300.00 Deans’ Review Process**

The Faculty Senate Steering Committee, in consultation with senator(s) from each college, will develop a questionnaire for the reviews. One third of the questions will be asked of all Deans. One third of the questions will be specific to the college of the Reviewed. Up to one third of the questions will be provided by the Reviewed after viewing the questions developed by FS Steering Committee. The questions in the review should focus on the desire of all for successful practices to continue, areas of concerns to be addressed, and continuous improvement with sustained benefits being achieved. The question should address the functioning of the administrator’s office and

unit, to which many (including associate administrators) contribute, but for which the administrator is ultimately responsible. The Faculty Senate Leadership (Faculty Senate Chair and Chair-Elect) will provide the Reviewed and supervisor a copy of the review form to be used and an explanation of the review process and deadlines. The Reviewed and supervisor may recommend changes to the proposed review form. The Reviewed may provide a narrative of their responsibilities, achievements, challenges, and vision and the strategies and plans for their unit, which will be included in or linked to the review documents.

The Faculty Senate Leadership will prepare a summary of the numerical responses and a compilation of the written responses to the review. The Faculty Senate Leadership will review all the results to fulfill their roles in 1) advising the Reviewed, the Reviewed's supervisor, or college senators about a particular college's review, when requested; 2) addressing broad cross-college concerns and propagating successful practices, 3) assuring that the feedback on the results is appropriate, 4) developing policy and procedures to address common concerns and to sustain and improve successful practices, 5) acting as the voice of the faculty in leadership meetings with the president and provost, and 6) formulating questions for the following year's review. The summary of the numerical responses and the compilation of the written responses will be given to the Reviewed and the Reviewed's supervisor. The raw responses, the compilation, the summary of the numerical responses, and all discussions of the review are confidential and will only be viewed by the Reviewed, the Reviewed's supervisor, and the Reviewed's Senator(s), in addition to Faculty Senate Leadership..

For each college, the Reviewed and the College's senators will come to a mutual agreement as to whether the Faculty Senate Leadership, the Senators from the Reviewed's college, or their college representative on the Faculty Senate Steering Committee will meet with the Reviewed to discuss the results of the review and to discuss plans to continue and improve successful practices and/or to address areas of concern or of particular current importance to the college. The Reviewed will report (orally or in writing) to the faculty in the Reviewed's college as a whole in a manner of the Reviewed's choosing to address part or all of the review and plans to continue and improve successful practices and/or to address any areas of concern or of particular current importance to the college. Any concerns that the Reviewed did not appropriately address the results of the Reviewed's review should be relayed to the following people, in this preferred order: the Reviewed, the Reviewed's supervisor, or the Faculty Senate Leadership. Those that have viewed the results of the review will not relay their concerns to anyone other than the Reviewed, the Reviewed's supervisor, or the Faculty Senate Leadership, in order to protect the confidentiality of the review.

The success of the review process requires that there is appropriate feedback to the faculty from the Reviewed on the review results and that there is a mechanism to ensure that the faculty have confidence that the Reviewed is addressing the review results appropriately. The role of the Faculty Senate Leadership is not to evaluate of the results or to act in a supervisory role. Their role is to provide advice to the Reviewed

and Reviewed's Supervisor when requested and to act as a check that the results of the review are appropriately addressed in a manner that ensures confidence by the reviewers in the process.

400.00 Department Heads' Review Process (TBD)

500.00 VP's Review Process (TBD)