



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ACADEMIC SENATE POLICY

## Policy on Administrator Review

**Policy #:** SP 11-04

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**Applicability:** This policy applies to academic administrators within Academic Affairs who report directly to the Provost, as specified below, and to California State University Channel Islands (CI) faculty (tenured, probationary, and lecturer).

**Purpose:** According to California State University's Title 5 Management Personnel Plan, the President or his or her designee (the Provost) shall evaluate academic administrators on an annual basis. This policy describes the supplementary role faculty shall play in the evaluation process of an academic administrator once every three years.

### I. Definitions

Academic administrators are those individuals who report directly to the Provost and whose responsibilities include supervision of faculty, support for academic programs, or whose responsibilities have significant impact on faculty. Academic administrators include, but are not limited to, the Associate Provost, Assistant Provost, Director of Institutional Research, the administrator in charge of Research and Sponsored Programs, the Associate Vice Presidents of Extended University, the Library, Arts and Sciences, the School of Education, the School of Business and Economics, and others as determined by the Provost.

### II. Timing

Using the procedure specified below, the faculty shall supplement the annual evaluation of each academic administrator every three years. Newly appointed Administrators shall not be evaluated through these procedures in their first year. Interim appointees shall not be subject to review in their first year, but shall be subject if they continue in their position for more than one year. The Provost's Office shall maintain the list of administrators undergoing review.



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### **III. Evaluation Committee**

As needed the Committee on Committees shall conduct an election to select five at-large tenured members of the faculty to serve as an Evaluation Committee for a one-year term. After receiving its charge, the Evaluation Committee shall proceed as follows:

1. Keep all information confidential.
2. Inform the entire faculty (tenured, probationary, and lecturers) which administrators are currently under review and encourage participation in the evaluation process.
3. Request that the Provost distribute the Committee's approved evaluation instrument for each administrator under review to the faculty and announce a deadline for returning completed instruments to the Provost's Office.
4. After the Provost collects evaluation instruments and protects confidentiality by removing the names of submitters, the Evaluation Committee shall review the entire body of raw data and summarize general tendencies and significant patterns in a report to the Provost. The raw data will not be distributed to the faculty or to administrators under review. Under no circumstances shall the identity of a faculty member providing feedback be made known to anyone but the Provost and/or President. However, the summary report shall be made available to the administrator under review.
5. After the Provost acknowledges receipt of the Evaluation Committee's report, the faculty and the administrator under review shall be informed by the Committee that the report, along with any relevant comments from the Provost, may be reviewed by members of the faculty in the Provost's Office for a limited time, but not less than thirty days.

### **IV. Evaluation Instrument**

Working in conjunction with the Provost, the Evaluation Committee shall develop and approve an evaluation instrument that shall be used to collect information from members of the faculty. The form of the evaluation instrument may be altered to reflect the job description of the administrator under review. In all cases the evaluation instrument designed by the Provost and Evaluation Committee, with the input of the person under review, shall be designed to effectively ascertain the opinion of the faculty regarding an administrator's relative performance in the areas deemed appropriate and applicable to the position under review (see Addendum for a list of possible areas of review).



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### **V. Evaluation Report**

As a summary of the raw data submitted by participating faculty members, the report of the Evaluation Committee shall include a statement of strengths found and improvements desired in an administrator's performance. The summary may refer to information contained in reports filed during previous evaluation periods, when the Provost provides such information.

### **VI. Evaluation Timeline**

1. Members of the Evaluation Committee shall be chosen no later than the second week of the Fall Semester.
2. The Evaluation Committee shall submit its written report to the Provost no later than the sixth week of the Spring Semester.
3. The Provost shall provide a written response to the Evaluation Committee's report. Copies of the Provost's response shall be sent to the Executive Committee of the Academic Senate, the Evaluation Committee, and the Faculty Affairs Committee.
4. The Provost shall inform the Evaluation Committee that it may announce to the faculty that their report and any related comments from the Provost are available for review by members of the faculty.
5. The Provost shall consider the Evaluation Committee's report and make reference to the opinions of the faculty when completing annual evaluation of academic administrators.



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### Addendum

Areas of review may include, but are not limited to, the following:

#### Academic Programs

1. Leads the development of quality academic programs.
2. Works with faculty in program planning and review; curriculum development, maintenance, and revision.

#### Students

3. Mediates grievances between students and faculty and is available to receive student input about courses and instructors.
4. Supervises, advises, provides information, signs documents and petitions, and otherwise facilitates resolution of administrative difficulties students may encounter.
5. Promotes program activities (competitions, awards, professional organizations, clubs).

#### Faculty & Staff

6. Encourages collegial and full participation of all members of the unit in recognition that governance of the unit is a joint and cooperative endeavor.
7. Promotes scholarship and professional development of the faculty and staff.
8. Promotes a culture of mentorship for faculty and staff.
9. Participates in the evaluation of temporary faculty and/or staff.
10. Provides leadership at the unit level in the implementation of the University's affirmative action policy.

#### Administrative & Other Responsibilities

11. Represents his/her unit within the university, community, and profession.
12. Works well with and oversees support staff.
13. Keeps faculty and staff informed and works on management of resources.
14. Monitors compliance with university regulations and meets deadlines.
15. Relates well with others throughout the university.