

**Proposed Change to University Handbook Section C159**  
**Administrative Assignments and Five-Year Comprehensive Reviews**  
Prepared/Approved by FS Professional Staff Affairs  
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## **Administrative Assignments and Five-Year Comprehensive Reviews**

**C159.1** The term of office of department/unit heads, associate deans, and assistant deans holding faculty rank, and having supervisory or budgetary authority (referred to as academic administrators for purposes of clarity) will be specifically determined at the time of the administrative assignment, but shall not exceed five years. Individuals in these positions serve at the pleasure of the dean who determines whether annual reappointment is appropriate. These academic administrators are eligible for renewal of the administrative assignment period of up to five years. To continue in the administrative assignment, the administrator should have the support of the majority of [all personnel who report to and work closely with the administrator as defined in C159.3](#)~~the faculty, unclassified professionals, and other staff under his/her supervision.~~

**C159.2** The dean shall consider the reappointment of an administrative assignment with supervisory or budgetary authority to an additional term only after the establishment of an advisory council and a review.

**C159.3** During the final year of the academic administrator's term, the dean will send a letter to all individuals who work under the supervision of this academic administrator. This letter will initiate the formal process of the evaluation, explain the process, state that an opportunity to provide feedback will be forthcoming, and note that an advisory committee will be appointed. The dean will provide a summary of the academic administrator's job expectations to those providing input. The dean and the academic administrator will confer and reach agreement on the job summary. Potential respondents will include [all faculty with tenure and on-tenure track, regular instructors, unclassified professionals, and all other staff, regardless of tenure status or contract type,](#) within the group being served. If requested by the academic administrator, and agreed to by the dean, evaluation materials can be collected from other groups (e.g., students, constituent groups, etc.).

The dean of the college will request that the academic administrator write a self-assessment of ~~his/her~~[their](#) activities since initial administrative assignment or last re-appointment.

**C159.4** To solicit and document the feedback of the group served, the Office of Planning and Analysis or another group (e.g., administrative support staff) empowered by the dean, shall develop a secure survey instrument that protects the privacy and confidentiality of respondents. The survey shall provide for narrative comments, ratings of specific performance areas listed on the self-evaluation, unit-specific performance areas, and a final question/statement addressing the possibility of reappointment in the administrative assignment. The method used to collect the feedback shall be private and confidential, and the feedback shall be anonymous to the individual being reviewed. However, absolute confidentiality and anonymity cannot be guaranteed, such as when safety, security or due process requires disclosure. The Office of Planning and Analysis or other appropriate group will collect the results. Individuals also may choose to use other methods for providing confidential feedback to the supervisor of the individual being reviewed.

**C159.5** After the materials have been administered, the dean will request that the group served recommend a list of faculty, ~~unclassified professionals,~~ and ~~other staff members~~ to serve on the academic administrator's reappointment advisory committee. The dean will review the list, then select a representative committee. Students, alumni, and representatives of other university-related groups may also be named as members of the reappointment advisory committee.

**C159.6** The reappointment advisory committee shall keep the faculty, ~~unclassified professionals,~~ and ~~other~~ staff of the group being served regularly informed of the status of the review. The feedback results will be summarized by the administrative support staff. Written comments will be transcribed and compiled, protecting respondent confidentiality. The data will be compiled and presented so that the summary and other statistics will be standard outputs, along with an anonymous listing of the narrative comments. Comments unrelated to the professional evaluation of the administrator will not be included in the results, but will be subject to inquiry by the dean at ~~his/her~~ their discretion. A summary of respondents' input will be provided to the committee for its report to the dean.

**C159.7** The reappointment advisory committee will write a report to the dean, which summarizes strengths, weaknesses, and issues of substance that need to be addressed. The committee will make a recommendation for appointment or non-reappointment of the administrative assignment. A draft copy of this report will be provided to the academic administrator being reviewed. The academic administrator can, if ~~he or she~~ they desires, respond to the committee in writing concerning the draft report. After due consideration of any responses, the committee will produce a final copy of the report and an advisory recommendation and will forward any responses from the academic administrator to the dean.

**C159.8** Confidentiality is expected for the committee members concerning all evaluation materials, committee deliberations, and final recommendations. Confidentiality for committee members is a matter of both ethics and policy.

**C159.9** To be reappointed, the administrator should have the support of the majority of all personnel ~~the faculty, professional staff, and other staff under his/her supervision~~ who responded to the request for feedback, which shall consist of those who report to and work closely with the administrator as defined in C159.3, as well as the concurrence of the dean. The dean shall consider the advisory committee's recommendation before reappointing an administrative assignment. If the dean makes a reappointment decision that is against the wishes of a majority of the faculty and staff, the dean will schedule a meeting with the group being served and the next higher-level administrator to give a rationale for the reappointment and an opportunity to respond to ~~his/her~~ their decision.

**C159.10** Those departments who elect a chair follow the departmental internal evaluation procedures.

## **Other Unclassified Professional Administrators**

**C159.11** Includes all directors and other unclassified professional department/unit administrators not specified in C159.1.

At least once every five years, the responsible dean, vice provost, vice president, provost or president, depending upon the department's/unit's reporting structure, will issue a request

for input from individuals regarding the performance of their department/unit administrator(s). To solicit and document the feedback of the group served, the Office of Planning and Analysis or another group (e.g., the administrative support staff) shall develop a survey instrument that protects the privacy and confidentiality of respondents. The survey shall provide for narrative comments, ratings of specific performance areas listed on the self-evaluation, unit-specific performance areas, and a final question/statement addressing the suitability of reappointment. Examples of methods that may be used to protect the privacy and confidentiality of those submitting responses to five-year evaluation materials include electronic surveys or surveys submitted to a third party in Human Resources or the Planning and Analysis Office. The designated group will collect the results, and the feedback shall be anonymous to the individual being reviewed. However, absolute confidentiality and anonymity cannot be guaranteed, such as when safety, security or due process requires disclosure. Individuals also may choose to use other methods to provide confidential feedback to the supervisor of the individual being reviewed. These guidelines follow the unit/department head's/chair's review process outlined in C159.4.