

**Attachment 7**  
**University Handbook, Section C41.4**  
**PROPOSED CHANGES**

-Struck through text are proposed deletions to current University Handbook <http://www.k-state.edu/academicservices/fhbook/>.

-Italic sized text is proposed edits/additions to the current University Handbook

**C41.4 Administrative Evaluation Procedures**

**C41.4(a)** ~~Annual p~~Performance evaluations of all heads/chairs/directors and other administrative supervisors in academic and non-academic departments/units *are completed annually for merit increases.* ~~will be accompanied by the opportunity for~~ *Input may be solicited* from individuals under their supervision: ~~or~~ *Outside input may also be solicited* from other faculty, unclassified professionals, ~~and~~ classified staff, and clientele as specified in the department's/unit's evaluation system. The purpose of this input ~~is~~ *would be* to identify strengths and weaknesses and issues relevant to the administrator's annual performance.

**C41.4(b)** . *At least once every five years*, the responsible dean, vice-president, provost or president (See Note 1), as appropriate, ~~(referred to as executive administrators for issues of clarity)~~ depending upon the department's/unit's reporting structure, will, ~~in conjunction with the annual evaluation process,~~ issue a ~~written~~ request for input from ~~these~~ individuals regarding the performance of their department/unit administrator(s). *Individuals designated as participants would include: unclassified professionals and/or classified staff under their supervision. Outside input should include an appropriate representative spectrum of persons outside the department/unit, i.e. clientele, faculty, unclassified professionals, other classified staff, and students whose input could be beneficial in establishing performance of the department/unit administrator.* The mechanisms and frequency for soliciting outside input on the department/unit administrator's performance will be specified in the department's/unit's evaluation system. ~~but should occur at least once every five years. If a reappointment advisory committee is to be used please see the process detailed in B123. Outside input should include an appropriate representative spectrum of persons outside the department/unit, i.e. clientele, faculty, unclassified professionals, other classified staff, and students whose input could be beneficial in establishing performance of the department/unit administrator. The department/unit administrator and dean, vice president, provost, or president as appropriate, depending upon the department's/unit's reporting structure~~ *The executive administrator dean, vice-president, provost or president* should ensure that those eligible for providing input are informed about the context of the mission and objectives of the department/unit. The specific source of all input will be held in absolute confidence by the ~~dean, vice-president, provost or president~~ *dean or vice-president executive administrator.* ~~who should~~ *The edit* verbatim comments *will be edited* to preserve confidentiality, before transmitting them to *the* person being evaluated. ~~For reappointment of academic department heads/chairs, see B123.~~

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