
Procedure **Faculty Feedback for the Administration**

Procedure Number: 102.40
Date Adopted: 1/17/1980
Last Revision: 8/15/11, 9/21/17, 4/23/20, 5/01/25, 3/05/26
References: Faculty Senate Articles and Bylaws (XIII – 3/18/1982), CBA
Approved by: Executive Committee of the Faculty Senate

Introduction

Faculty feedback provided to the administration normally occurs every other year. The purpose of providing feedback is to give faculty the opportunity to review job performance as it bears on matters of academic and administrative leadership. It is not intended to be a comprehensive review of all official responsibilities. The President, Provost, and faculty member’s respective Academic Deans are reviewed.

Method

A. Feedback Participants and Questions

The Faculty Senate shall formally review the President, Provost, and faculty member’s respective Academic Deans, provided that they have been in their roles for at least one academic year. Opportunity will be provided for faculty to write-in administrators they wish to provide qualitative feedback on who do not fall into this category. The Faculty Senate Program Manager obtains the most recent position description for the administrators to receive feedback. The administrators and their supervisors are asked whether there are specific goals or assessment criteria that should be included in the review questions. ECOS may discuss the administrative feedback process at a leadership meeting to receive feedback from the administration. ECOS drafts a set of questions for each administrator based on prior years’ surveys and any changes identified with the position description or assessment criteria for each administrator. Administrators are given a copy of the survey questions, their position description, and the draft communication to faculty in order to provide input for revisions as appropriate.

Faculty are asked to use a five-point scale to offer feedback on a number of performance dimensions. The President and Provost are provided feedback on several common dimensions (e.g., leadership, communication, overall effectiveness in their respective positions, diversity). Faculty members also offer for feedback for their own dean on recognizing, valuing, supporting and evaluating faculty, fundraising, relationship building, communication, budget management, retention and recruitment of faculty recruiting, culture, and overall performance satisfaction. In addition to completing the rating scales, faculty are given the option to provide written comments specific to the performance of each administrator.

B. Eligible Faculty

The Faculty Senate Office obtains a report of current faculty as defined by Articles of the Faculty Senate [Article 1, Sec 1]. Retired faculty and faculty with FTE below .5 are removed from the list. The final list of eligible faculty is organized by academic unit (College or School) to enable the calculation of the appropriate response rate for each Academic Dean.

C. Survey Administration

A message is sent with instructions to complete the feedback by the deadline and several follow-up messages are sent to faculty who have not yet participated.

Data Compilation and Reporting

A. Reporting

Survey results are compiled for each administrator which may include the Likert scale frequency of responses and means, a cleansed version of each comment submitted, a general summary of the written comments, and subsequent recommendations based upon the feedback received. The summary is provided to each administrator and their supervisor. Faculty responses are anonymous and identity will not be linked to individual responses.

Following distribution of the survey results, ECOS provides the opportunity to the administrators reviewed to discuss the feedback results.

Acceptance by Faculty Senate

Following distribution of the survey results, ECOS will provide senators an overview of the process providing participation frequencies for each administrator. Senators may view written comments by appointment at the Senate Office. After senators have the opportunity to review the summary report, the Chair will place a discussion of the feedback results on the agenda of the next Faculty Senate meeting. To ensure the privacy of those receiving feedback, the Faculty Senate must vote to move into Executive Session (see Bylaws sec. E. Executive Session) before discussing the results of the report. The Faculty Senate then must vote to accept the Feedback Report. Senators should provide a summary of the Feedback Report to their constituencies to maintain transparent management of the University and to show appreciation for their participation in the feedback process. The summary should be provided in a manner that protects the confidentiality of individual comments and restricts dissemination to faculty members only.

Timeline

- Review and approval of eligible faculty list (Fall)
- Development of Questions (Fall)
- Meet with Administration (Fall)
- Letter to Faculty (Fall)

- Follow-up to Faculty not responding (Data collected by Dec)
- ECOS writes reports and distributes to administrators (and their supervisors where applicable) (Jan-Feb)
- ECOS gives each administrator the opportunity to discuss the Feedback Report (Mar)
- Faculty Senate approves Report (April Faculty Senate meeting)