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Administrator evaluation process

Northeastern University - Faculty Senate

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Administrator Evaluation Process¹

1. Chairs, program heads, and deans will be appointed for a term of no less than three years and no more than five years. Under normal circumstances they will be eligible for renewal. Such administrators shall be reviewed no later than during the third year of their first term and no less frequently than every fifth year thereafter, preferably in the penultimate year of their term.
2. A) The Provost or the Provost's designee shall initiate administrator evaluations and, except as noted in B), shall have the discretion to determine the manner in which to conduct the review, who would be involved in the process, and what the scope of the review may be.

B) Once the Provost or Provost's designee commences an administrator evaluation, or at the discretion of the Senate Agenda Committee, the Administrator Evaluation Oversight Committee (AEOC) of the Faculty Senate will select an administrator review team composed of two or three tenured faculty members who will survey the faculty served by the administrator being evaluated. The administrator review team will prepare a report on the administrator's leadership in matters of concern to the faculty, and submit it to the AEOC of the Faculty Senate for editorial review especially to expunge it of identifying references to the originator of a specific comment(s) and of personal references and then to the Provost or Provost's designee. The administrator team's report will become part of the evaluation being prepared by the Provost or Provost's designee or will be submitted directly to the Provost or the Provost's designee.

The administrator review team's report shall be made available for review at the Faculty Senate Office to all full-time faculty within the unit.
3. The Senate Agenda Committee will appoint an Administrator Evaluation Oversight Committee to implement evaluation procedures. Its members will be chosen from the university at large, to be composed of three faculty and two administrators. The AEOC will:
 - A. develop evaluation instruments in consultation with the Senate Agenda Committee;
 - B. appoint the faculty for each evaluation team, as described in section 2.B) above;

¹ Passed by the Faculty Senate, 2 December 2009 by a vote of 24-2-5; approved by Provost Director 11 December 2009.

- C. schedule the sequencing of evaluations for individuals in units and provide each team with a reporting deadline;
 - D. review all reports from the administrator review teams, analyze the results for institutional patterns, and provide a report and recommendations to the Senate Agenda Committee, to the Provost or appropriate vice president, and to the President;
 - E. suggest changes in the procedures and/or evaluation instruments, as deemed necessary.
4. Non-academic units (*i.e.* those without faculty members) may be evaluated at the discretion of the Senate Agenda Committee, which will determine the timing and manner of the evaluation and the composition of the administrator review committee. The evaluation will be provided to the person in charge of the unit and his or her superior, and a version of the report, expunged of identifying references to the originator of a specific comment(s) and of personal references. may be used as a basis of Senate resolutions.
5. Evaluation of the Provost

The Provost shall be evaluated on three-year cycles, or less if requested by the President, and be under the general oversight of the Administrator Evaluation Oversight Committee.

The report arising from the evaluation, expunged of identifying references to the originator of a specific comment(s) and of personal references, shall be sent to the President and a copy shall be made available for review at the Faculty Senate Office to all full-time members of the faculty.