

# **Articles of the Faculty Senate**

## **Revised November, 2019**

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### **PREAMBLE**

We, the faculty of the University of Montana Western, in order to improve the organization and define the duties, authority, and the responsibility of the faculty, in accord with the Constitution and Laws of Montana and the Administration/Faculty Association contract in force, adopt these Articles of Faculty Organization providing for the establishment of a Faculty Senate and other necessary faculty committees.

It is the purpose of these articles to provide the means by which the faculty may exercise its prerogatives and further the welfare of the University of Montana Western in consultation and cooperation with the Chancellor and the Provost of the University of Montana Western, and the President of the University of Montana Missoula.

Embedded within a structure of shared governance (see Appendix A for a statement on shared governance), the mission of the Faculty Senate is to provide a democratic form of government for the coordination of the University's academic program; maintenance of academic freedom and academic responsibility; the promotion of creative and responsible inquiry, thought, and expression in an atmosphere of scholarly excellence; and the protection of a vital balance among the various academic programs of the University, free of prejudice or undue partiality.

Above all, the mission of the faculty of the University of Montana Western is to promote and support the attainment of excellence by all elements of the University's academic program and by all members of its academic community.

### **ARTICLE I: THE FACULTY**

#### **Section 1. Faculty**

Faculty includes all teaching, research, and administrative staff with academic rank. Each faculty member is entitled to one vote on matters arising in meetings of the full faculty and in the filling of elective faculty offices (such as departmental elections), except those Faculty Senate elections governed by section 2 below.

#### **Section 2. Voting Faculty**

For purposes related to these articles, voting faculty (faculty eligible to vote in certain faculty senate sponsored votes, as described herein) includes all faculty with academic rank who belong to an academic unit and who teach seven (7) or more credit hours per semester. For the purposes of this definition, faculty members whose teaching load is temporarily reduced or eliminated by any of the following assignments are still considered to be voting faculty: grant-based research, departmental level administrative duties, sabbatical leave, and other approved leave. When a faculty member takes a position as a senior administrator (e.g., dean, director, or higher), they lose their status as voting faculty until they relinquish that position. Each member of the voting faculty is entitled to one vote in Faculty Senate sponsored elections (e.g., voting on amendments to these Articles, as described in Article IV herein).

### **Section 3. Responsible parties**

The Chancellor and the Provost have general direction, management, and control of the University and its academic program, subject to the authority of the Board of Regents of Higher Education. The faculty possesses those prerogatives concerning the prescription of the curriculum, the granting of degrees, and other related matters that it exercises subject to the reserved powers of the Board of Regents of Higher Education and the President of the University of Montana. In the spirit of shared governance, the Faculty Senate holds the further prerogative of thorough and timely before-the-fact consultation with the Chancellor and the Provost in the development of University policy, the administration of the University, and the criteria and process to be used in the selection of academic administrators. It is the purpose of these articles to provide the means by which the faculty may exercise its prerogatives and further the welfare of The University of Montana Western in consultation and cooperation with the Chancellor and the Provost.

### **Section 4. Degrees**

Recommendations to the senior academic administration of candidates for degrees are the exclusive prerogative of the faculty. The awarding of honorary degrees will follow processes consistent with the policies of the University of Montana and MUS Board of regents.

### **Section 5. General meeting**

The Faculty Senate will call a general meeting of the faculty before the conclusion of spring semester and after the election of new members and officers for the next academic year. The purpose of the meeting is to introduce the new members and officers to the faculty as well as to issue a report of the Faculty Senate's activities for the previous year.

### **Section 6. Faculty meetings**

Additional meetings of the faculty may be called by the Chancellor, the Provost, by majority vote of the Executive Committee of the Faculty Senate (ECOS), by majority vote of the Senate, by ECOS upon receipt of a petition and accompanying agenda signed by 50% of the voting faculty (as defined in Article 1, section 2), or by the Chair of the Senate. Such call, and the agenda of the meeting, shall be published prior to the date of the meeting. The Senate Chair, or his or her designee, shall chair the meetings of the faculty called by ECOS, or by majority vote of the Senate, or upon receipt of a petition as outlined above, or by the chair of the Senate. The Chancellor, the Provost, or their designee shall chair meetings called by those administrators. The recording secretary of the Faculty Senate will keep a record of faculty meetings, and a faculty parliamentarian may be designated by the presiding officer.

## **ARTICLE II: THE SENATE**

### **Section 1. Faculty Senate established**

There is hereby established a Senate, to which the faculty delegates the authority and power of action it has possessed and exercised, subject to the limitations herein specified.

### **Section 2. Non-voting senate members**

The following are members of the Senate without vote: The Chancellor, the Provost, and one student member appointed by ASUM Western. A report by the Chancellor will be included on the Faculty Senate agenda once per block. There is no reporting responsibility for either the Provost or the ASUM Western representative.

### **Section 3. Voting senate members & duties**

The Senate shall consist of tenured or tenure track faculty members including one representative elected from each Board of Regents-recognized department:

- (1) The Faculty Senate shall act as the final recommending body for all curricular proposals. Refer to By-Law V for further details on the curricular review process.
- (2) Departmental representatives of the Senate shall be elected by the departments for three-year, staggered terms. Each department may determine which faculty are eligible to vote for departmental representatives. The terms of approximately one third of the members will expire each year. See appendix B for election rotation.
  - a. The term of any Senator whose academic appointment changes out of the department from which elected shall terminate upon such change.
  - b. Faculty members holding dual appointments in more than one department are responsible for selecting a primary affiliation for the purposes of determining from which department they are eligible to run for the Senate.

#### **Section 4. First senate meeting after elections**

Following the spring elections of members of the Senate, the first order of business of the next Senate meeting (the spring annual organizational meeting) will be devoted to reorganization of the Senate and election of officers from among the members of the newly constituted Senate (refer to ARTICLE III, Sections 3 & 4, & BYLAWS VII & VIII for details).

#### **Section 5. Senate actions**

The Senate shall:

- (1) Debate, discuss, and make recommendations to the Chancellor and the Provost concerning all issues that pertain to the academic affairs of the University.
- (2) Review and recommend the general requirements for admission to the University of Montana Western. Recommend in accordance with regulations of the Board of Regents of Higher Education, the general requirements for graduation, including total credits required, credits required in work outside the department or school of specialization, and such other provisions as shall affect the general education of graduates of the institution. Approve recommendations for specific curricular changes submitted by faculty in the various schools or departments.
- (3) Approve and forward to the Chancellor and the Provost for recommendation to the Board of Regents of Higher Education, the nature of the degree to be conferred upon completion of any given course of study; and the rules and standards for candidates for degrees and for the assignment of honors. To ensure that requirements and qualifications are met, several procedures may be followed in the process of awarding degrees.

(4) Make all regulations for its own proceedings, consistent with the acts of the Board of Regents of Higher Education.

(5) Make recommendations to the Chancellor and the Provost, and through him or her to the President of the University of Montana and the Board of Regents of Higher Education, regarding matters of critical concern to the welfare and administration of the University. In addition, the chair of the Senate, or a member of the ECOS, will serve as the University of Montana Western Faculty Representative to Board of Regents meetings.

(6) Through appropriate committees consult with the Chancellor and the Provost in matters of policy affecting faculty appointment, tenure, promotion, salary, and termination of service.

### **Section 6. Senate Procedures**

(1) Any faculty member and designated students may attend meetings of the Faculty Senate, but they shall have the privilege of the floor and right to speak only upon invitation of the Chair. The agenda and a report of action taken at each meeting of the Senate shall be published promptly. The agenda for each forthcoming meeting shall be published and distributed to all members of the Faculty Senate in advance of that meeting. At the first full meeting of the Senate each semester, a schedule of subsequent meetings for that term will be established and published as part of the official minutes.

(2) Except for the election of the Senate Chair and Vice Chair, which are conducted by secret ballot, voting in Faculty Senate meetings must be by roll call vote if requested by any voting member of the Senate. Any exceptions to this procedure must be consistent with Roberts Rules of Order.

(3) A quorum shall consist of a simple majority of elected members of the Senate.

(4) A special meeting of the Senate may be called by the Faculty Senate Chair with at least five working days notice to the members of the Senate.

(5) Upon the written request of seven members of the faculty, or on the written request of three members of the Senate, the Senate shall consider either at its regular meeting or in a special session, the agenda accompanying such a request as information items only.

(6) Acts of the Senate shall take effect upon publication of its minutes unless specified otherwise. The copy of record of Senate minutes shall be the signed, printed copy maintained by the Senate Chairperson. Publication of the minutes shall be by means of posting on the Senate web site or distribution of printed copies or via email. Where time is of the essence, the Senate Chair, with the approval of ECOS, may make a Senate action immediately effective by signing and dating a copy of the Senate instrument and transmitting copies to the parties directly concerned. Documents so treated will ordinarily be posted on the Senate web site.

### **Section 7. Faculty Senate communications**

Faculty Senate communications with the Chancellor and the Provost that require a response from either party will be in the form of printed documents, signed by the Faculty Senate Chair and dated.

## **ARTICLE III: SENATE COMMITTEES**

### **Section 1. Establishment of committees**

The Senate may establish committees comprised of its membership or of the members of the tenured and tenure track faculty to assist it in the discharge of its powers and duties. In addition, the Senate may request non-members of the faculty (staff and contract professionals) to sit on committees and/or subcommittees with the understanding that they will normally participate as non-voting members of those committees. The Senate shall define the powers, duties, and responsibilities of each such committee. Committees shall file annual reports with the Senate. All committees other than the ECOS shall elect their own chairs from the membership of the committees.

### **Section 2. Ad hoc committees**

The Executive Committee of the Faculty Senate (ECOS) shall have the power to form ad hoc committees to study any problem of concern to the faculty. The standing committees of the Faculty Senate (Academic Admissions and Standards, Advising, and General Education Committees) shall have the power to form ad hoc committees to study specific problems in their respective areas of responsibility.

### **Section 3. Annual election of Executive Committee**

At the annual organizational meeting each spring, the Senate shall elect the members of the Executive Committee (refer to Section 4), following the rules of order as provided in the Bylaws. New officers' duties will commence on the first day following the end of the semester.

### **Section 4. Executive Committee of the Senate**

- (1) ECOS serves in an executive capacity between meetings of the Senate and reports its actions to the Senate no later than the next Senate meeting. The Chair of the Senate is a voting member and Chair of ECOS.
- (2) The committee shall consult with the Chancellor and the Provost and offer its advice regarding matters affecting the faculty. It shall consult with the Chancellor and the Provost about those budgetary matters that directly involve the academic affairs of the University. The committee shall make recommendations regarding the composition of committees appointed by the Chancellor and the Provost. Further, it shall advise the Chancellor and the Provost and the Senate relative to policies affecting the welfare of the University of Montana Western.
- (3) The Committee shall consist of three members, the Chair of the Senate, the Vice Chair of the Senate, and the Recording Secretary of the Senate. Two members shall constitute a quorum.
- (4) The Senate officers will be elected for one-year terms. Nominations for ECOS members will be taken from the voting members of the Senate. Election of the ECOS will take place during the annual organizational meeting of the new Senate each spring.
- (5) The Vice Chair shall serve as Chair in the Chair's absence, and shall join the Chair, when possible, in meetings where the Chair represents the Senate.
- (6) In the event that an ECOS member is compelled to give up her/his Senate seat during their term as an officer of ECOS, the resulting Senate vacancy will be filled for the remainder of the term from the department of said member, using the methods of election outlined in Bylaw VIII, while the ECOS vacancy

will be filled according to the following order of succession: Vice Chair replaces Chair, Secretary replaces Vice Chair, and Senate elects from their ranks a new Secretary.

(7) The Executive Committee shall make appointments to all Faculty Senate committees, subject to confirmation by a majority vote in the Senate during its next meeting.

#### **ARTICLE IV: ENACTMENT AND AMENDMENT**

##### **Section 1. Approval of Articles**

Upon approval by an affirmative vote of two thirds of those eligible faculty members voting (*voting faculty* are defined in Article I, section 2), these articles shall be forwarded to the Chancellor for final approval. (Approval by the faculty will be by ballot, with the vote conducted by an Elections Committee appointed by ECOS).

##### **Section 2. Amendments to Articles by Senate**

The Senate, by majority vote, may propose amendments to these Articles. Upon approval by an affirmative vote of two thirds of those eligible faculty members voting (*voting faculty* are defined in Article I, section 2), amendments shall be forwarded to the Chancellor for final approval (Approval by the faculty will be by ballot, with the vote conducted by an Elections Committee appointed by ECOS).

##### **Section 3. Amendments to articles by voting faculty**

Amendments to these Articles may be proposed by petition signed by 20 percent of the members of the voting faculty (as defined in Article I, section 2). Upon approval by an affirmative vote of two thirds of those eligible faculty members voting, amendments shall be forwarded to the Chancellor for final approval (Approval by the faculty will be by ballot, with the vote conducted by an Elections Committee appointed by ECOS).

#### **BYLAWS OF FACULTY SENATE**

##### **I. Parliamentary procedure**

The Faculty Senate shall, in matters of parliamentary procedure, except as otherwise provided by its Articles or Bylaws, follow the latest revision of Robert's Rule of Order. The phrase "voting quorum present" means those present and voting, assuming the presence of a quorum. The description in the agenda must contain sufficient detail to permit advance consideration of the merits of the matter. The Faculty Senate agenda will be available 48 hours prior to the meeting.

##### **II. Order of Business**

The Order of Business for the first meeting of the block, held on the second Monday of the block, shall be as follows:

Call to Order  
Approval of Minutes  
Unfinished Business  
New Business

The Good and Welfare/Question and Answer

The Order of Business for the meeting held on the fourth Monday of the block shall be as follows:

Call to Order Approval  
of Minutes  
Communications  
Reports of Committees  
Report of the Chancellor  
Unfinished Business  
New Business  
The Good and Welfare/Question and Answer

### **III. Secretary of the senate**

The official recorder of the Senate will be the Secretary chosen to serve as a member of the Executive Committee through the process described in these bylaws.

### **IV. Faculty Senate Committee Membership and Functions**

#### **A. Executive Committee of the Senate**

Described in Article III, sec. 4

#### **B. Faculty Elections Committee**

The membership and function of the Elections Committee is described in Bylaw VII.

#### **C. Faculty Senate appointed committees**

Faculty Senate appointed committees (listed in sections F-I, below) include tenured and tenure track faculty, student representatives, and, administrative staff. Each spring, the ECOS will contact departments for recommendations for committee memberships for the following academic year. New faculty members will be appointed through the Faculty Senate process described in Article III, section 4.7. For all committees, except the General Education Committee, four faculty members will be appointed for staggered three-year terms, one each from each of the following four units: (a) Business and Technology (b) Education, (c) Humanities and Social Sciences, and (d) Environmental Sciences and Mathematics. The General Education Committee will consist of representatives from each academic department, appointed for staggered three-year terms, on a rotation described in Appendix D.

#### **D. Student membership on committees**

Each fall, the ASUM Western will nominate a total of eight students to serve on the committees listed below. Upon receiving those nominations, the Faculty Senate will appoint four students from that list to serve on committees for one-year terms.

### **E. Provost appointed committee members**

Administrative appointments will be made by the Provost each spring, for the following academic year.

### **F. Academic Admissions and Standards Committee**

(1) The committee proposes new policies related to student admissions and enrollment, reviews and recommends changes to admissions and enrollment related policy, proposes, reviews, and recommends changes to the academic calendar, and reviews and acts on student appeals of any/all decisions made by the committee or by members who are designated to make decisions on behalf of the committee.

(2) The committee will consist of seven voting members representing a cross section of the campus community: one student, the Provost or one administrator/contract professional appointed by the Provost, four track faculty, and a representative of the Registrar's office. Faculty with a 4/4 teaching load are not allowed to serve on this committee.

(3) The committee will elect a faculty member to serve as a chairperson to conduct meetings and advocate committee recommendations to other groups on campus. A vice chair will be elected to serve as chair in the absence of the chair. A secretary will be appointed to keep official minutes of each meeting.

(4) The committee will meet once each block on a regular meeting day and will meet in special session at other times as needed and called by the chair.

### **G. General Education Committee**

(1) This committee reports directly to Faculty Senate. Voting members shall consist of tenured or tenure track faculty members, one representative from each academic department, each with at least one year of service, and members will serve staggered three-year terms. Additionally, nonvoting members will include one student, and the Provost or one administrator/contract professional appointed by the Provost. The chair and secretary will be elected from and by the voting members of the committee.

(2) The responsibilities of the committee include: reviewing and clarifying the goals and objectives of general education; determining the extent to which existing general education requirements meet these goals and objectives; proposing revisions of the general education curriculum to improve its ability to meet perceived needs; explaining general education to students and faculty, and reviewing curriculum proposals that create new general education courses or modify existing general education courses.

### **H. Advising Committee**

(1) The Advising Committee reports directly to the Faculty Senate. Voting members shall consist of four faculty members. Faculty with a 4/4 teaching load are not allowed to serve on this committee. Additionally, nonvoting members will include one student, the Provost or one administrator/contract professional appointed by the Provost, and the Director of Student Success. The chair will be elected from and by the voting members of the committee. The chair and secretary will be elected



from and by the voting members of the committee.

(2) The responsibilities of the committee include regular review of the advising process, circulation of information pertinent to advising issues, and making recommendations on how advising procedures may be improved.

### **I. Subcommittee Structure**

An orderly way to promote coordination and accessibility is to utilize a subcommittee structure. It is assumed that any committee has the authority to appoint subcommittees and that the members of such need not be members of the parent committee. Terms of appointment are at the discretion of the parent committee. All voting faculty members (as defined in Article I, section 2) are eligible to serve on all Faculty Senate subcommittees.

### **V. Curriculum Review Process**

The Faculty Senate is responsible for ensuring that the curriculum review process is strictly adhered to for all curriculum proposals. All curriculum proposals must be drafted using the curriculum proposal template (available for download at the Faculty Senate web page). The curriculum proposal template may be amended (with changes to go into effect for the following academic year) at any point during the current academic year with a majority vote that takes place first at a meeting of department chairs and second at a Faculty Senate meeting. The curriculum review process is outlined below:

(A) One (or more) member(s) of a department draft the curriculum proposal by filling out the current curriculum proposal template. All necessary documentation required by the proposal must be attached to it. This proposal must be approved by a majority vote in the department submitting it. A signature by the chair indicates that this majority vote occurred. Notes of the subject of any dissent regarding the proposal within the department should be attached to the proposal.

(B) If the proposal requires additional resources including but not limited to funding, facilities, or personnel that are not currently provided by the submitting department (this includes proposals that require existing faculty to work on an overtime/overload basis), it needs to be signed by the Provost before continuing in the review process. The Provost's signature indicates a commitment to provide the needed resources for the proposal in the event that it is ultimately approved by the campus / MUS. The Provost should attach notes to the proposal that indicate how these resources will be made available.

(C) Proposals will be read at a meeting attended by all chairs or sent electronically to all chairs. The purpose of this reading is to inform all departments (especially those affected by the proposal) of its existence. The chairs will sign the proposal at this meeting or electronically simply to acknowledge its existence. This is not to be regarded as an approval of the proposal at this stage. However, the group of chairs may elect to return a proposal to the submitting department at this point in the event that the proposal form is incorrectly or incompletely filled out or if it is determined that the proposal requires new resources that have not yet been discussed with or approved by the Provost. It is the responsibility of the chairs to take their knowledge of the proposal to their respective departments for discussion. If a department requests that amendments be made to the proposal, it is the responsibility of the chair of that department (or another appointed representative) to attempt to negotiate these amendments with the submitting department by the time the proposal makes its way to its first reading in Faculty Senate (see below). Assuming no major problems are encountered, a period of no less than two weeks should exist between the time the proposal is sent to all the chairs and its first reading at Faculty Senate (or the General Education Committee, if applicable), even if one or more chairs fail to sign the proposal. During this two week period, an electronic version of the proposals should be available to members of Faculty Senate (and the General Education Committee, if applicable).

(D) If the proposal creates a new general education course or modifies an existing one, it next visits the General Education committee for its first reading. At a subsequent General Education committee meeting, it will come up for a vote of approval/disapproval. This decision may include friendly amendments (strictly with the support of the representative from the submitting department). This decision must be made only on the basis of its fitness as a general education class under the current definition of the UMW general education program. If the proposal is approved, it proceeds next to Faculty Senate. If it is rejected, there are three options for its next step in the curriculum review process (at the discretion of the submitting department).

1. The proposal may return to the submitting department for revision in order to address any objections that were raised by the General Education committee.
2. Alternatively, it may proceed to Faculty Senate. However, the proposed course (or the existing course that has proposed alterations) will no longer be considered a part of the general education curriculum.
3. Finally, the submitting department has the right to appeal any negative decision made by the General Education Committee by taking the proposal to the Provost. The Provost then makes a binding decision to move the proposal forward to Faculty Senate or to support the recommendations made by the General Education committee.

(E) After passing the chairs meeting and the general education committee vote (if necessary), the proposal moves on to the Faculty Senate for a first reading and (at a subsequent meeting) a vote to recommended approval or disapproval of the proposal to the Provost. It is the responsibility of each senator to discuss the proposal with his or her constituent department or faculty group in between the first reading and the vote. It is the responsibility of Faculty Senate to check that the preceding steps of the curriculum review process (defined above) have been adhered to. If it is found that this is not the case, the proposal must be returned to the submitting department for revision. In considering whether or not to recommend the proposal for approval, Faculty Senate may consider issues of curricular fitness only. The Faculty Senate may also vote to approve the proposal with a friendly amendment (strictly with the support of the representative of the submitting department). In the event that the Faculty Senate recommends that the Provost reject the proposal, there are three options for its next step in the curriculum review process (at the discretion of the submitting department):

1. The submitting department may withdraw the proposal.
2. The submitting department may elect to revise the proposal.
3. The submitting department may appeal this decision with the Provost. The Provost may then elect to accept or overrule the recommendation of Faculty Senate.

(F) All proposals that the Faculty Senate recommends for approval are turned over to the Provost and Chancellor for a final decision regarding its adoption.

## **VI. Senate decisions**

The Senate shall take no action or decision except upon affirmative vote of a majority of those present, assuming a quorum to be present.

## **VII. Senate procedures**

Except by vote of two thirds of the voting quorum present, the Faculty Senate shall take no action with respect to any matter other than that which relates to parliamentary procedure or referral to a committee unless the matter shall have been described in an agenda for the meeting distributed to members of the faculty as provided in Article II, Section 6 (1), of the Articles of Faculty organization, and unless it shall also have been considered by the appropriate committee.

## **VIII. Senate vacancies**

The election to fill vacant seats on the Faculty Senate shall be conducted by faculty vote at the departmental level during block five, during the Spring Semester. After that election, if a vacancy occurs in the seat filled by a departmental representative, that department will elect a replacement as soon as possible. Such elected Senator will fill the vacancy until the next regular election. (See rotation, Appendix B. Also refer to Article II, Section 3.2)

## **IX. Amendments to Bylaws**

These Bylaws may be amended or repealed at any meeting of the Senate by a majority vote of those present, provided that notice of proposed amendments and repeals shall have been given at the immediately preceding meeting. It shall be the duty of ECOS to send written notice of proposed amendments and repeals to each member of the Senate promptly after the meeting at which they are proposed and to report at the next meeting of the Senate its recommendation. Amendments and repeals shall become effective immediately following their passage.

## **X. Temporary suspension of Bylaws**

Temporary suspension of a Bylaw, or of adopted rules of procedure at any meetings, shall require a two-thirds vote of the Senate, in accordance with Robert's Rules of Order.

## **XI. Senate meeting dates**

During the regular academic year, the senate shall meet on the second and fourth Monday of each block, unless a special session is called. ECOS may change the regular meeting time in the event of a legal holiday. If a change in this schedule is necessary, the Chair shall so inform each member of the Senate in writing one week in advance of both the old and the new meeting dates.

## **XII. Provost - State of the academic program message**

It is the responsibility of ECOS to consult with the Provost regarding needs, plans, problems, and programs of the University. After such consultation, the Provost shall be invited by ECOS to present each year at the September meeting of the Senate a "State of the Academic Program" message. At the conclusion of the spring semester the Faculty Senate will hold a special meeting to develop an annual report to the faculty and to outline a program of goals and objectives for ensuing year. Both the annual report and proposed program will be made available to the faculty.

## **XIII. Faculty Evaluation of the Academic Administration**

### **1. Introduction**

The faculty evaluation of the administration occurs every two years beginning with the initial evaluation period of January 1, 2018 to December 31, 2019. The purpose of the evaluation is to give faculty the opportunity to review job performance during the previous two years as it bears on matters of academic and administrative leadership. It is not intended to be a comprehensive review of all official responsibilities. The evaluation is conducted as an electronic survey through a secure website. Faculty are asked to use a numeric or Likert scale to evaluate a number of performance dimensions of the Chancellor, Provost, the Dean of Students, and the Dean of Outreach. In addition to completing the rating scales, faculty are given the option to provide written comments specific to the performance of each administrator. Reasonable efforts will be made to ensure as high a response rate as possible. The Chancellor's and Provost's Offices may provide incentives to encourage faculty involvement in the evaluation process.

The Executive Committee of the Faculty Senate (ECOS) writes a summary report for each administrator based on the compiled electronic survey results and the written comments, with comparisons to prior year's results when available. The summary report contains numeric information and summaries of comments but avoids quoting comments directly. The evaluation results and summary reports for each administrator are submitted to that administrator and their immediate supervisor. Each administrator is invited to meet with ECOS to discuss his or her results.

Hard copies of the summary reports are given to each member of Faculty Senate, and senators will in turn share the summary reports with members of their department. The summary reports are then discussed at a meeting of Faculty Senate and then approved.

After approval by the Faculty Senate, the Chair formally submits the Evaluation Reports to the administrator and their direct supervisor. The Faculty Senate Chair then submits the Evaluations for the Chancellor and Provost to the Board of Regents and Commissioner of Higher Education at the May Board of Regents meeting.

### **2. Method**

#### *A. Identification of Eligible Faculty*

ECOS will obtain a list of all full-time tenure-track and full-time non-tenure-track faculty from the Provost's office and will review the list for accuracy. These form the eligible faculty to receive the survey. This is an anonymous survey; faculty names or identifying information will not be linked with responses to the survey.

#### *B. Survey Questions*

The Administration provides a position description that includes specific goals and assessment criteria

for each administrator to be evaluated. 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. This set of questions will include the question "Rate the overall job performance of (title) during the past year based on their current position description", and as a part of this question the current position description will be made available. The purpose of including this question every year is to allow for comparison of evaluation data over time. Administrators are given a copy of the evaluation questions, their position description, and the draft communication to faculty and are encouraged to notify ECOS of any revisions to their position description or survey questions as appropriate.

Early in the fall semester, the Senate leadership will meet with the administrators being reviewed to discuss the evaluation process, the types of questions that will be used and to receive any feedback from the Administration.

The effectiveness of the Chancellor, Provost, Dean of Students, and Dean of Outreach are evaluated on several common dimensions (communication, ethics, and overall effectiveness in their respective positions). In addition, each of the administrators is evaluated on other dimensions specific to their respective positions, such as academic leadership, administrative leadership, finance, curriculum, diversity, and supervised services. There is a specific question or questions under each dimension. The survey will specify the time period under review, which is the previous calendar year (January to December).

### *C. Survey Administration*

To ensure the highest possible response rate, the Chancellor and the Provost may provide incentives to the faculty for completing the survey. For example, faculty completing the survey may be entered into a drawing.

The Chancellor, the Provost, and the Faculty Senate Chair send a joint message to eligible faculty stressing the importance participation in the electronic survey. A separate email communication is sent with instructions to complete the evaluation by the deadline. The electronic survey includes links to the administrators' current position descriptions and specific goals and assessment criteria if available. One week after the initial communication, a follow-up message is sent to faculty who have not yet participated.

## 3. Data Compilation and Reporting

### *A. Reporting*

ECOS, using the raw data from the survey as well as previous evaluation materials as available, prepares a summary report for each administrator. This summary report contains a synthesis of the numeric data and summaries of the written comments but avoids quoting comments directly. Comparisons with previous evaluations will provide guidance as to trends in the faculty's perception of administrator's performance. The evaluation is intended to be a review of job performance as it bears on matters of academic and administrative leadership based on faculty perception. It is not intended to be a comprehensive review of all official responsibilities.

### *B. Evaluation Feedback*

ECOS first discusses the evaluations directly with those being evaluated. The written review provided to the academic administrator shall include their summary report as well as all raw data collected. The administrator may suggest changes to their summary report. Whether or not ECOS decides to include such changes, the administrator may write a response to the summary report which is then included in the summary report moving forward.

#### 4. Approval by Faculty Senate

At the completion of the summary reports and after meeting with the administration (Chancellor, Provost, and any administrator requesting a meeting with ECOS), hard copies of the summary reports are given temporarily to each member of Faculty Senate for discussion at the approval meeting only and collected by ECOS at the end of that meeting. Other faculty wishing to see the summaries of the evaluations will need to arrange for a private meeting with one of the members of ECOS (Chair, Vice Chair, Secretary) and sign an agreement to keep those summaries confidential.

#### 5. Disseminating the Faculty Evaluation of the Administration

After approval by the Faculty Senate, the Chair formally submits the Evaluation Reports to the administrator and their direct supervisor. The Chair then submits the Evaluations for the Chancellor and Provost to the Board of Regents and Commissioner of Higher Education at the May Board of Regents meeting with a cover letter stating the purpose and method of the faculty's evaluation and the limitations of those methods.

#### 6. Feedback on the Review Process with the President and Provost

ECOS will meet with the Chancellor and Provost to discuss the reviews and how they plan to move forward with any issues identified in the reviews.

#### 7. Timeline

1. Review and approval of eligible faculty list (Fall)
2. Development of questions (Fall)
3. Meet with Administrators (Fall)
4. Letter and instructions on completing the survey sent to faculty (First week of block 6)
5. Follow-up to faculty not responding (Second week of block 6)
6. Data collected (Third week of block 6)
7. ECOS writes reports and distributes to administrators and their supervisors (Early March)
8. ECOS gives each administrator the opportunity to discuss the evaluation report (March)
9. Faculty Senate approves report (April Faculty Senate meeting)
10. Senate Chair submits final Evaluation Report to Administrators and their Supervisors (May)
11. Senate Chair submits Evaluation Report to Commissioner and the Chair of Regents (May BOR meeting)
12. ECOS meets with the Chancellor and Provost for a feedback and utilization report (Summer)

## Appendices

### Appendix A: AAUP Statement on Government of Colleges and Universities

#### American Association of University Professors Statement on Government of Colleges and Universities

Refer to:

<http://www.aaup.org/AAUP/pubsres/policydocs/contents/governancestatement.htm>