Draft Recommendations for Administrator Review  
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MSU Faculty Voice Task Force II

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Preamble: There is a perceived need at MSU and elsewhere for a bottom-up process of review of administrators by their constituencies in order to provide feedback on their leadership and thus improve the functioning of the university. The 2005 Faculty Voice Committee recommended this and Faculty Council charged Task Force II to further consider and propose such a process. After study of procedures in existence at MSU and other universities, Task Force II presents the following draft proposals for faculty consideration and to Faculty Council at its March 14 meeting. It is expected that results of the annual Faculty Administrator Review will be used as part of the regular process for evaluation and reappointment of administrators.

Supporting information is available on the MSU ANGEL Site under the group ‘Administrator Review’.

1. Responsibility for review
   (a) The faculty, specialists, and librarians (hereafter abbreviated as “faculty”) shall be responsible for planning and managing the collection of input from respondents and for making publicly available the collected results. The collection process should be independent of both administration and faculty in so far as reasonably possible.
   (b) An Administrator Review Committee (ARC) shall be established by Faculty Council to administer the review process. The membership of ARC shall be constituted by methods used to elect members to standing committees.

2. Frequency of review
   Responses in the review/evaluation process should be collected in the final two weeks of January of every year beginning in 2007. The summary of results should be made available by March 1.

3. Who is reviewed
   The following administrators will be reviewed: department chairs, school directors, deans, Director of Libraries, Provost, Vice President for Research, and President.

4. Respondents in the review
   Evaluation is to be solicited from the following groups who are vested in MSU’s future, who have direct knowledge to render in the process, and who may be conveniently identified for the web-based collection process: (a) tenure-system faculty and librarians, (b) fixed-term faculty, and (c) specialists. A respondent giving feedback in a review must be under the administrator in the strict hierarchical sense—to review a Chair/Director, the department/school must be the primary home; to review a Dean, the college must be the primary home. All respondents may review the Director of Libraries, Provost, Vice President for Research, and President.
5. **Criteria for review**
Current MSU procedures, refined over many searches with input from many advisory committees, has already identify an exhaustive set of criteria. The Administrator Review Committee (ARC) will identify or compose a set of 5 to 15 criteria appropriate to each position and produce a “bubble sheet” web-available questionnaire amenable to statistical summary. Moreover, ARC will request an activity report and/or vision statement from each administrator so that faculty may review the statements as a record of activities and achievements. The administrator under review may submit up to 5 questions in the same format as those from ARC: responses to these questions will only be reported to the administrator.

6. **Privacy and availability of results**
An uninterpreted set of (5 to 15) histograms of the collected responses to the ARC questions will be the only reported results. Identification of the respondent will be deleted from the system as soon as the respondent is certified. There will be separate histograms for the 3 categories of respondents identified in 4 above. No qualitative/written input will be reported; any written comments provided by respondents will be directly and anonymously sent to the administrator. The only official presentation of results will be made to a publicly available website. While responding to the objective questionnaire, respondents will be reminded (via links) of other established MSU procedures that enable subjective, or written, feedback to administrators.

7. **Procedures**
   a. The standing ARC will contract with an MSU unit or other experienced social science entity to prepare and administer the questionnaire so that integrity of the data is maintained as well as the privacy of both the administrators and faculty respondents.
   b. From each administrator being reviewed a statement will be requested reporting on the vision, activities, and achievements since the last review. The administrator may adjoin up to 5 questions to the questionnaire as in 5, above.
   c. Respondent input should be acquired via a secure web transaction during a period of two weeks. The website will contain links to the administrator’s statement and to documentation of other MSU procedures that may be underway for reviewing the administrator.
   d. As soon as a respondent is certified, respondent identity will be deleted from the response and no record associating respondent with response will be kept.
   e. Anonymous individual responses will be saved for two years. Summary data will be saved indefinitely, but will be posted for faculty access for at least five years. Archives are saved as needed for audit of the integrity of the process.

8. **Sunsetting**
These administrator review procedures will remain in force only until 31 March 2012 unless actively extended by MSU faculty governance.

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