

# Administrator Evaluation Committee Bylaws

Adopted October 27<sup>th</sup>, 2021 (Administrator Evaluation Committee)

Approved April 4<sup>th</sup>, 2022 (Faculty Senate)

## The Purpose of the Administrator Evaluations Committee

The Administrator Evaluations Committee annually reviews, suggests revisions to, distributes, and presents results of administrator evaluation surveys to the Faculty Senate.

The responsibilities of the **Administrator Evaluations Committee** are to:

1. Review administrator evaluation survey instruments from the prior year with the purpose of revising, where appropriate, the number and content of survey questions, the format of the survey (e.g. software platform), the specific administrators to be evaluated for that year, and the schedule for collecting survey data and disseminating results.
2. Present proposed revisions of the survey instrument for approval by the Faculty Senate prior to execution of the survey instrument.
3. Distribute the approved survey instrument to all full-time tenured, tenure-track, and non-tenured faculty during the spring semester of each academic year.
4. Compile and present the results of administrator evaluation survey instruments to the faculty senate, faculty participants, and administrators evaluated that academic year.

## The Composition of the Committee

The Administrator Evaluations Committee shall consist of five voting members, including one

### **Committee Officers**

During the first meeting of the committee each academic year, the committee shall vote on and approve a chair for that academic year and a chair-elect for the following academic year.

### **Calendar and Visitors**

Committee meetings, in-person or virtual, will be scheduled as necessary and appropriate to meet the duties outlined in these bylaws. At a minimum, the committee will meet once each semester prior to the scheduled report to the Faculty Senate provided at the outset of each academic year. A copy of the schedule can be obtained from the Faculty Senate Executive Officer or the Chair of the Committee on Committees upon request.

Additional meetings may be called at the discretion of the chair to consider urgent items raised in the

## **Role of Senate Committee in the Policy Proposal Review**

# Faculty Senate Reporting Format and Guidelines

## Required Elements in Each Committee Report

Each committee should report on their work, whether in line with traditional committee-specific function or on the basis of a policy review charge and address the following items in their report:

- ÀÀ Committee Charge
- ÀÀ Current Membership
- ÀÀ Meeting Date and Time
- ÀÀ Membership in Attendance
- ÀÀ Problem/Task addressed by committee
- ÀÀ Synopsis of discussion pertinent to addressing the Problem/Task
- ÀÀ Feedback of committee
- ÀÀ Motions considered, complete with numeric results
- ÀÀ Current status report on charge
- ÀÀ Requests from committee of the Faculty Senate