12.1 Evaluation and Reappointment of the Provost
The Provost wishing reappointment will be evaluated during the fifth year of service using a questionnaire distributed to all faculty and academic administrators. A committee of three elected from and by all academic deans and the executive directors of the regional campuses will be involved in drafting the questionnaire in cooperation with the President. The committee will review the specific results of the evaluation in confidence with the President. A summary of the results of the evaluation will be given to the Provost. Barring a request by the Provost not to be reappointed, a summary of the results will be distributed to all academic deans, executive directors and department chairs, who will share them with their faculty. The reappointment decision will be made by the President; however, reappointment will normally be made in conformity with the judgment of the deans, executive directors and department chairs. The Provost may be removed at any time by the President for cause.

12.2 Appointment, Evaluation, and Reappointment of Academic Deans
The dean of an academic division will be appointed by the President upon nomination by the Provost. The nominee must normally be acceptable to the faculty and to a majority of the department chairs in that division.

Academic deans wishing reappointment will be evaluated during the fifth year of service (including any years as interim or acting dean) by those individuals directly responsible to the dean. For each academic division a questionnaire will be developed for that purpose, and sent to all faculty in the division. A committee of three (3) department chairs from that division, elected by the chairs, will be involved in drafting the questionnaire in cooperation with the Provost. The committee will review the specific results of the evaluations in confidence with the Provost. Barring a request by the dean not to be reappointed, a summary of the results will be distributed to the department chairs of the division who will share them with their faculty. Decisions concerning reappointment will be made by the Provost and the President; however, reappointment will normally be made in conformity with the judgment of the faculty and department chairs of the division. In the School of Interdisciplinary Studies, where there are no department chairs, faculty members will perform the duties of the department chairs in the evaluation and reappointment process. Any dean may be removed at any time by the President for cause.

12.3 Appointment, Evaluation, and Reappointment of Department Chairs
The chair of the department shall be appointed by the President upon nomination by the appropriate academic dean and the Provost. The dean shall make the chair nomination following consultation with members of the department and chairs of the related departments; appointment should normally be in conformity with the department's judgment.

If the nomination made by the dean, or the appointment or reappointment is not in conformity with the department's judgment, the department shall be given a written explanation for the discrepancy.

The chair is appointed for a five-year term and may decline without prejudice to accept reappointment or may be reappointed by the President upon renomination by the dean and the Provost. Any chair may be removed at any time by the President for cause.

In accord with Faculty Council action of March 31, 1969, and subsequent University Senate action, department chair evaluation must precede reappointment beyond the initial five-year term. The
results of such evaluations are then shared by the appropriate dean with the Provost and the President prior to reappointment.

### 12.4 Appointment and Evaluation of Regional Campus Coordinators

Regional campus coordinators shall be appointed by the President upon nomination by the appropriate executive director and the Provost. The executive director shall make the nomination following consultation with appropriate faculty, chairs of related departments, and appropriate deans. Responsibilities of the regional campus coordinators will be assigned by the executive director of the campus.

The term of office for a regional campus coordinator shall be specified in the letter of appointment to the position and in no case shall exceed five years. A formal evaluation of the person’s performance as coordinator must precede reappointment to a second or subsequent term of office.

### 12.5 All-University Faculty Committee for Evaluation of Administrators

#### 12.5.A Membership

An All-University Faculty Committee for Evaluation of Administrators will review the Provost, all academic deans, executive directors of the regional campuses, and the University Director of Liberal Education in years three (3) and five (5) of their five-year administrative appointments. Committee reports are intended to serve two functions: a) to guide the professional development of the individuals, and b) to record part of the evidence upon which future personnel decisions may be based.

The All-University Committee for Evaluation of Administrators will consist of nine (9) members of the Faculty Assembly, one to be chosen by each division for a total of six (6), one (1) to be chosen by the library faculty, and one (1) to be chosen by each of the regional campuses. The members of the Committee will be elected by the faculty with election procedures to be set by the University Senate. The Committee shall elect one of its members to serve as chair. Members of the Committee who are on probationary status (i.e., nontenured or who do not hold continuing contract status) are not eligible to serve as chair of the Committee. In accordance with a University Senate motion of November 5, 1990, the library faculty as well as the faculty of the regional campuses shall not be eligible as nominees or electors in the election of divisional representatives. Each member will serve a nonrenewable three-year term beginning January 1. The terms will be staggered so that one-third of the Committee is elected each year. In the event of the resignation of a member of the Committee before the end of his or her term, that seat shall be filled by the candidate (who had not been previously elected) who received the largest number of votes when the ballots are retabulated after votes for the person who has resigned have been deleted. In the event no such candidate is available, a new election will be held for the vacated seat.

#### 12.5.B Schedule

Each spring semester, the Committee shall prepare a questionnaire for the evaluation of each administrator it is scheduled to evaluate during the next academic year. Early in the fall of the evaluation year, the Committee shall distribute the questionnaire to members of Faculty Assembly assigned to or served by the administrator’s unit and it shall prepare an evaluation report to be submitted to the administrator’s supervisor.

#### 12.5.C Evaluation Questionnaires

The Committee shall develop a common core of questions appropriate for each class of administrators it is responsible for reviewing. For example, it shall develop a common core of questions for all deans of academic divisions. When developing these questions, the Committee shall consult with the class of administrators to be reviewed and with their supervisor. All questionnaires shall be accompanied by a one- to two-page statement from the administrator being evaluated that addresses the following questions:
1. What are your duties?

2. What have been your most significant accomplishments since occupying this position or since last you were evaluated in your current position?

3. What are your primary goals for the duration of your appointment?

All questionnaires shall begin with a question that asks respondents whether they feel that they have sufficient information to evaluate the administrator; respondents who reply that they do not shall be asked to return the questionnaire with only that question completed. All questionnaires shall ask respondents who complete more than the first question to indicate the extent of their knowledge of the administrator’s responsibilities and performance.

When preparing to evaluate a particular administrator, the Committee shall adapt the common core of questions to reflect this person’s responsibilities and any special and unique aspects of the administrator’s position or circumstances. In this process, the Committee shall consult with the administrator to be reviewed and the administrator’s supervisor. The final decision on the composition of the questionnaire rests with the Committee.

12.5.D Committee Reports

The Committee shall submit its final evaluation report on each administrator by December 1. Before then, the Committee shall submit a draft of the report to the administrator’s supervisor. The supervisor and the Committee (or a representative) shall meet to discuss the draft report and make any modifications deemed appropriate by the Committee. If the Committee and the supervisor disagree on the final report, the supervisor may attach a letter to the Committee report explaining the disagreement. This letter becomes part of the final report.

In year three (3) of an administrator's appointment, the Committee’s final report shall be promptly shared by the supervisor with the administrator being evaluated, and a summary of the Committee’s final report shall be prepared jointly by the supervising administrator and the Committee. If the administrator is continuing in his or her position for at least one (1) more year, this summary shall be submitted to the faculty within the unit. If the supervising administrator and the Committee cannot agree on the summary, they shall prepare separate summaries that shall be distributed together to the faculty within the unit.

In year five (5) of an administrator's appointment, the All-University Faculty Committee shall cooperate with the evaluation committee established in “Appointment, Evaluation, and Reappointment of Academic Deans” or “Evaluation and Reappointment of the Provost” of this manual. A summary of the final reports by the Faculty Committee and the committee established in “Appointment, Evaluation, and Reappointment of Academic Deans” or “Evaluation and Reappointment of the Provost” of this manual shall be prepared jointly by the supervising administrator and the combined evaluation committees. This summary shall be submitted to the faculty within the unit if the administrator is reappointed for another five-year term. If the supervising administrator, the Faculty Committee, and the committee established in “Appointment, Evaluation, and Reappointment of Academic Deans” or “Evaluation and Reappointment of the Provost” of this manual cannot agree on the summary, they shall prepare separate summaries which shall be distributed together to the faculty within the unit.

The Faculty Committee's final reports and the summaries of these reports that are prepared jointly by the Committee and the supervising administrator shall include the following information:

1. the number of surveys sent, response rate, the number of people indicating insufficient information to evaluate the administrator;
2. the mean and distribution of responses, if numerical data are reported; and

3. a brief, balanced overview of the overall response to each question or set of questions, not quotations of the respondents’ actual words.

4. when the Committee feels it is appropriate, separate analyses of responses from individuals who indicated that they have a more extensive knowledge of the administrator’s responsibilities and performance and of responses from individuals who indicate that they have a less extensive knowledge of the administrator’s responsibilities and performance.

In addition, the Faculty Committee's fifth-year final report and the summary of that report shall include the Faculty Committee’s recommendation concerning whether the administrator should be reappointed for another five-year term. If an administrator is reappointed despite the Faculty Committee’s recommendation against reappointment, the Committee may call for a vote of no confidence from the appropriate faculty. In the case of the Provost, the Associate Provost, Dean of the Graduate School, the Dean and University Librarian, and the Director of the Liberal Education Program, the appropriate faculty unit for a vote of no confidence will be the Faculty Assembly.

The supervisor and the administrator being evaluated shall have access to all of the faculty responses, including survey results and transcribed copies of comments. The Committee shall retain the questionnaires returned by faculty for a period of three (3) years from the date of the final evaluation report.

12.5.E Election Procedures for the All-University Committee for Evaluation of Administrators
A total of five (5) nominees for each position will be chosen by the single transferable vote method from a complete list of all the eligible voters in each unit. Within no less than two weeks after the ballots for nominees have been returned, a second ballot naming the nominees will be distributed to the voters in their respective units and again counted by the single transferable vote method. For mid-term resignation/vacancies, see Section 12.5.A. Units may adopt alternative procedures with the approval of University Senate.

12.6 Divisional Faculty Committee for Evaluation of Administrators
In each division, a divisional faculty committee for evaluation of administrators will review all department chairs, and directors of academic programs in years three (3) and five (5) of their five-year administrative appointments. Divisions may decide to conduct more frequent reviews; departments and programs may ask divisions to conduct more frequent reviews. The divisional faculty committee for evaluation of administrators will consist of three to nine (3-9) faculty elected by faculty of the division with election procedures approved by the University Senate. The divisional faculty committee for evaluation of administrators will seek evaluations from faculty represented by the administrative unit and will prepare an evaluation report to be submitted to the dean. Committee reports are intended to serve two functions: a) to guide the professional development of the individuals, and b) to record part of the evidence upon which future personnel decisions may be based.

The provisions outlined above regarding the evaluation questionnaires and the committee reports apply to the evaluations conducted by Divisional Committees for Evaluation of Administrators, except that the Divisional Committees do not interact with committees established to evaluate the academic deans or Provost.

12.7 Evaluation of Other Academic Administrators
Other academic administrators will be evaluated every five (5) years by those persons served by or responsible to the administrator, and by the administrator's peers. The results of the evaluation will
be shared by the administrator's superior with the administrator and the evaluators. Any academic administrator may be removed at any time by the President for cause.