

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE

Evaluation for Academic Administrators
RES 161701

FAC

RESOLVED: That the University handbook be amended as follows:
(deletions in ~~striketrough~~, additions in **bold underling**).

311.1 General Guidelines

Each academic administrator shall be evaluated according to these procedures at five-~~three~~-year intervals. **The first review should be initiated early in fall semester two years after their initial hire.** The President or the President's designee prepares the schedule of the evaluations.

The President may, if he or she believes it is appropriate, call for an evaluation of an individual before the normal five-year interval **a scheduled evaluation.**

The supervisor, after consulting with the administrator being evaluated, is responsible for developing the categories to be used for evaluating a director, dean, or academic vice president.

311.2 Academic Administrators

The following positions shall be subject to this policy:

Provost and Vice President for Academic Affairs (P&VPAA)

Vice Provost /AVP Faculty Affairs

Associate Vice President for Academic Programs/Dean of Undergraduate and

Graduate Studies

Dean, School of Arts and Humanities

Dean, School of Natural Sciences, Mathematics & Engineering

Dean, School of Business and Public Administration

Dean, School of Social Sciences and Education

Dean, Extended University

Dean, University Library

Dean, Antelope Valley Center

Assistant Vice President for Grants, Research, and Sponsored Programs (GRASP)

311.3 Review Committee Membership

For review of the P&VPAA, the Associate Vice President for Academic Programs/Dean of Undergraduate Studies, the Dean of Extended University, and the Assistant Vice President for Grants, Research, and Sponsored Programs (GRASP), the review committee shall be as follows:

- a. The faculty of each school shall elect one tenured faculty;
- b. The President or the President's designee shall select a member of the **Academic Affairs** Council of Deans; and
- c. The President or the President's designee shall choose a sixth member of the committee.

For review of the Dean of Arts and Humanities, Dean of Natural Sciences, and Mathematics **& Engineering**, Dean of Business and Public Administration, Dean of Social Sciences and Education and Dean of University Library, **the Dean of the Antelope Valley Campus**, the review committee shall consist of five members.

- a. The faculty of the school dean being reviewed, or the librarians in the case of the Dean of University Library, **shall** elect three (3) tenured faculty members or librarians. **In the case of the Antelope Valley Campus Dean, an election shall be held to select three (3) representatives from the faculty, staff, and librarians who are at the Antelope Valley Campus.**
- b. The P&VPAA shall select a school dean; and
- c. The P&VPAA shall choose the fifth member of the committee.

311.4 Review Procedures

The procedures for review committees of academic officers are as follows:

- a. The President and P&VPAA shall maintain a schedule showing the year in which the regular review of each administrative officer is due, and shall complete the committee selection and initiate the review process prior to the end of the academic year preceding the actual academic year the review takes place. A schedule for an evaluation should then be constructed with **May March** 1 as the target date for completion of the process.
- b. At the time of initial appointment and immediately following each review, the supervisor will review with the administrator being evaluated the areas (i.e., academic leadership, program development, management, diversity initiatives, etc.) in which his or her performance will be assessed. In all cases, the areas to be evaluated will include:
 1. The individual's effectiveness in commanding respect as an academic administrator and, if appropriate, as a scholar;
 2. The individual's effectiveness in creating an educational environment conducive to excellence in teaching, scholarship, and mutual respect;
 3. The individual's effectiveness in fulfilling their assigned role in achieving the mission and goals of CSUB.

In setting up the review process, the supervisor will solicit advice from the administrator under review as to any additional areas that should be included in the evaluation and what constituencies should be sampled. In all cases, the appropriate faculty, librarians and staff shall be given the opportunity to participate in the evaluation. The supervisor will provide the review committee information regarding the additional areas where the administrator's performance is to be assessed and recommend constituencies to be sampled. The areas of assessment should not be changed once the supervisor has reviewed them with the administrator being evaluated unless the administrator and

supervisor agree. Throughout the review process, all parties shall bear in mind that the purpose of the administrator review is developmental as well as evaluative, in keeping with the essential mission of the University.

c. The review committee shall request from the administrator under review a concise self-study. The self-study will focus on areas to be evaluated, major accomplishments, problems and issues related to the responsibilities of the position (e.g. job description), future goals and plans, and personal professional development and accomplishments. This self-study shall be completed and submitted to the review committee and the supervisor.

d. The review committee shall survey various performance appraisal systems to determine the appropriate guidelines and instruments for the evaluation process. The evaluation shall cover a ~~five~~-three-year period; therefore, the guidelines and process should be constructed to reflect this time frame. The committee, in consultation with the supervisor and the person being reviewed, shall develop the specific format for the appraisal.

e. The P&VPAA, in consultation with the review committee and administrator to be evaluated, shall determine the individuals and/or groups to be consulted. In all cases, the faculty concerned shall be given the opportunity to participate in the evaluation. Individuals participating in the evaluation of administrators shall enclose their written comments in a sealed envelope, signed across the seal. The enclosed comments will then be coded to ensure the person's confidentiality in the review process. Examination of the documents by the administrator under review may occur in the event of a protested personnel action. Comments will be collected and the confidential coding maintained in the office of the P&VPAA.

f. The review committee shall consolidate all evaluations and forward the final report, which will include the administrator's self-study, to the appropriate supervisor and the administrator being evaluated. In most cases, this shall be the P&VPAA who will review the evaluation, self-study, and any written response, discuss these with the administrator under review, and forward the package with appropriate comments/recommendations to the President with a copy to the administrator under review. In cases where there is a supervisory level between the administrator under review and the P&VPAA, the evaluation shall pass through that level for comments and go forward to the P&VPAA. The

supervisor's written comments and recommendations should include components related to future goals and plans in addition to the expected review and comments on the evaluation.

In the case of the P&VPAA, the same process as outlined above will be followed except that the review committee's report shall be forwarded directly to the President. In all cases the final review level will be the President. The President or the administrator under review may elect to have a meeting about the report. In this case, the President, P&VPAA, and the administrator under review will meet before releasing a comprehensive, explanatory report to the campus.

In the event the administrator under review does not agree with any aspect of the evaluation, a written commentary may be submitted and it shall accompany the report. The administrator under review shall have ten working days after receiving a copy of the final evaluation to prepare his/her reaction and commentary. The administrator under review shall have complete access to all evaluation materials, with confidentiality of all reviewers being preserved. In the event of a protested personnel action, the coded comments may be assessed as required by current state law. In this event, persons who had submitted written comments will be notified of the action. Such individuals are protected from any form of reprisal, not only by the expectation of high ethical behavior from all University personnel, but by Executive Order No. 929 and California Government Code Section 8547.12.

g. Provisions governing campus personnel files such as confidentiality, disclosure, and rebuttal shall apply to the evaluation process. The consolidated report and all data collected for this report will become a part of the personnel file and will reside in the office of the P&VPAA.

RATIONALE: The intent of this resolution is to provide for earlier faculty participation in the evaluation process of new academic administrators. Previously, the initial evaluation for academic administrators did not occur until after the administrator's fifth year of service.

Approved by the Academic Senate on October 13, 2016
Sent to the President for approval on October 20, 2017
Approved by the President on November 29, 2016