***Report to the Faculty Senate Executive Committee* Date:**  January 15, 2022

**“x” or circle: X**  **Mid-year report**   **Year-end report**

**Committee Name**: Committee on Evaluation of University Administrators

**Chair or Co-Chairs:** Rose Baker

**Meetings for the term/year:** [insert dates of all meetings to-date, whether electronic or in-person]

Meetings through the fall semester were via email (two significant emails – November 15 and November 17, 2021).

**Membership and Attendance** (year-to-date attendance record):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Group Represented, committee office, if applicable** | **Name** | **Department or administrative unit affiliation** | **Term End****(if applicable)** | **Meetings Attended** | **Meetings Absent / # Excused** |
| Group I | Thorne Anderson  | JOUR | 2023 | 2 | 0 |
| Group II | Jacqueline Foertsch   | ENGL | 2023 | 2 | 0 |
| Group III | Srinivasan Srivilliputhur  | MTSE | 2023\* | 2 | 0 |
| Group IV | Denise Philpot  | TSG | 2023 | 2 | 0 |
| Group V | Neil Wilner | ACCT | 2023 | 2 | 0 |
| Group VI | Barbara Pazey  | TEA | 2023\* | 2 | 0 |
| Group VII | Hong Wang  | CHEM | 2023\* | 2 | 0 |
| Group VIII | Jeffrey Snider  | MUSC | 2023 | 2 | 0 |
| ATL | Rose Baker - Chair | LTEC | 2023\* | 2 | 0 |
| ATL | Jihye "Ellie" Min  | HTM | 2022\* | 2 | 0 |
| ATL |  |  | 2023 | 2 | 0 |
| Chairs Council | Benjamin Brand |  |  | 2 | 0 |
| Vice Provost for Academic Affairs | Mike McPherson |  |  | 2 | 0 |
| UNT Library | Sue Parks  |  |  | 2 | 0 |
| Faculty Policy Oversight Committee | Elizabeth Oldmixon |  |  | 2 | 0 |
|  |  |  |  |  |  |

**The Executive Committee establishes charges for each standing committee and may amend them as needed; alternatively, the standing committee may propose amended charges, composition, etc., by making a written proposal and sending to the Faculty Senate office** **facultysenate@unt.edu****.) Do your committee charges remain relevant? If not, what changes to the charges do you propose?**

Our committee’s charges remain relevant. The committee includes 11 voting faculty and 4 administrative appointments**.**

**Accomplishments (including items submitted for review or approval to the Executive Committee or Faculty Senate):**

**Feedback related to the department chair questions**

October 12, 2021

* Chairs Council chair, Benjamin Brand, met with the chair of the Committee for the Evaluation of University Administrators to discuss the questions that had been used in the past for the evaluation of the department chairs.

November 16, 2021

* The Chairs Council expressed three areas of concern and offered to work together with the committee to establish a survey instrument that would develop and maintain constructive criticism of the department chairs and other administrators.
* Areas of concern
	+ The relevance of the questions. For instance, departments don’t necessarily have annual goals or action plans (c.f. Q4a).
	+ The low (and often very low) response rates, which can amplify the voices of a very few.
	+ The demeaning or hostile character of some of some of the comments. I will add that we fear that such comments may be disproportionally directed at women, people of color, and members of other historically marginalized groups. If that were to be the case, it might violate UNT’s Prohibition of Discrimination, Harassment, and Retaliation.

January 14, 2022

* The Chairs Council submitted a document with 12 questions to be considered by the Committee to replace the questions for the evaluation of department chairs.
* The committee will meet in Spring 2022 to discuss these questions and to use these to inform possible edits to the other administrator question sets.

The questions are recorded here to provide record of the questions that were proposed.

 UNT Faculty Senate Evaluation of Administrators

Department Chairs

Proposed Changes Put Forward by the University Chairs Council, Jan. 14, 2022

This survey is a mechanism for faculty to provide constructive feedback to their department chairs with the aim of fostering an open, collaborative workplace where everyone can do their best work.

Departmental Governance

1. My department chair involves faculty in decision-making about important issues facing the department.

* Strongly agree
* Agree
* Somewhat agree
* Somewhat disagree
* Disagree
* Strongly disagree

2. My department chair works with faculty and other stakeholders to develop goals for the department.

* Strongly agree
* Agree
* Somewhat agree
* Somewhat disagree
* Disagree
* Strongly disagree

3. My department chair works with faculty and other stakeholders to achieve our shared goals for the department.

* Strongly agree
* Agree
* Somewhat agree
* Somewhat disagree
* Disagree
* Strongly disagree

4. My department chair allocates department resources (research and travel funding, TA/TF/RA support, etc.) in a transparent manner.

* Strongly agree
* Agree
* Somewhat agree
* Somewhat disagree
* Disagree
* Strongly disagree

5. Please provide some insight into what led to your answers to Questions 1-4. How has your department chair effectively collaborated with faculty in the ways cited above? What could they do to improve that collaboration?

Equity and Inclusion

6. My department chair allocates departmental resources (research and travel funding, TA/TF/RA support, etc.) in an equitable manner.

* Strongly agree
* Agree
* Somewhat agree
* Somewhat disagree
* Disagree
* Strongly disagree

7. My department chair supports my professional goals and activities to the extent possible given available resources.

* Strongly agree
* Agree
* Somewhat agree
* Somewhat disagree
* Disagree
* Strongly disagree

8. My department chair works with faculty and staff to promote an inclusive workplace.

* Strongly agree
* Agree
* Somewhat agree
* Somewhat disagree
* Disagree
* Strongly disagree

9. My department chair strives to promote equitable service assignments within the department

* Strongly agree
* Agree
* Somewhat agree
* Somewhat disagree
* Disagree
* Strongly disagree

10. Please provide some insight into what led to your answers to Questions 6-9. How has your department chair worked with faculty and staff to make the department equitable and inclusive? What else might they do?

General Feedback

11. Overall, how satisfied are you with your department chair’s leadership in 2021-22?

* Very satisfied
* Satisfied
* Somewhat agree
* Somewhat disagree
* Somewhat dissatisfied
* Very dissatisfied

12. Please provide some insight into what led to your answer to Question 11. What were some of your chair’s most contributions to the department? What would you like to see them focus on in the upcoming school year?

**Feedback related to questions to evaluate senior, college level, and department level administrators**

November 15, 2021

* The committee sought additional insight into the survey’s outcomes, uses of the data, potential question changes, and other decisions from key stakeholders for the survey data. Our goal is to acquire data that informs actions and decisions.
* An email was sent to Provost Cowley to obtain her feedback and additional insight into how she and her administrative team used the data for positive change.

The email correspondence is recorded here to provide record of the questions that were being evaluated.

Provost Cowley,

It is that time of year again to evaluate the questions asked during the 2020-2021 academic year for the evaluation of senior administrators and of deans, associate deans, and department chairs. One of the goals of the committee is to have questions within the evaluation survey that prompt faculty to provide feedback that you can use to help make continuous improvements at UNT. We thank you for your input in prior years and look forward to hearing from you about the topics for which faculty input would be valuable in the decision making during the 2021-2022 academic year.

In the 2020-2021 evaluation surveys, the FS Committee on the Evaluation of University Administrators included the following questions:

Each of the administrators selected to be evaluated from the **President’s Cabinet and the senior administration** had the same questions asked about their performance and prompts for recommendations from the faculty.

* 1. Thinking about the University Administrator’s performance for these activities, rate the following questions as Poor, Fair, Good, Excellent, No Opinion, Do Not Know.
		1. Effectively communicates strategic initiatives and objectives to the faculty
		2. Considers faculty input when developing strategic initiatives
	2. If you have additional comments or concerns, please provide them to share with (name of administrator)
	3. Which form(s) of communication do you find effective receive information from this administrator or office? (Mark all that apply.) Personal email, group email, podcast, video message, small group meeting with interactions, large group meeting or presentation with Q/A session, other (please describe)

Also included with the Senior Administrator’s names were a list of three actions that are the responsibility of that administrator. These actions were identified as those most salient to faculty. These lists have been sent in the past to each of the administrators to be evaluated for them to review and provide updates to the lists.

Questions in the survey for **Deans**

1. Dean Q2a: Do you have confidence in your dean's ability to perform his/her current role?
2. Dean Q2b: Please explain
3. Dean Q3a: Does your dean involve faculty in the decision-making process?
4. Dean Q3b: Please explain.
5. Dean Q4a: Has your dean communicated the goals and action plans for your college this year?
6. Dean Q4b: If you have received this year's goals and action plans, has your Dean made progress on these?
7. Dean Q4c: Please explain.
8. Dean Q5a: Does your dean allocate resources in a transparent way?
9. Dean Q5b: Please explain.
10. Dean Q6a: Does your dean promote a positive work environment?
11. Dean Q6b: Please explain.
12. Dean Q7a: Does your dean know who you are and what you research?
13. Dean Q7b: Please explain.
14. Dean Q8a: Does your dean communicate how the associate deans are to help the faculty do their job?
15. Dean Q8b: Please explain.
16. Dean Q9: Any additional comments about your dean.

Questions for **Department Chairs or Faculty Directors**

1. Department Chair Q2a: Do you have confidence in your Department Chair’s ability to perform his/her current role?
2. Department Chair Q2b: Please explain.
3. Department Chair Q3a: Does your Department Chair involve faculty in the decision-making process?
4. Department Chair Q3b: Please explain.
5. Department Chair Q4a: Has your Department Chair communicated the goals and action plans for your department this year?
6. Department Chair Q4b: If you have received this year's goals and action plans, has your Department Chair made progress on these?
7. Department Chair Q4c: Please explain.
8. Department Chair Q5a: Does your Department Chair allocate resources in a transparent way?
9. Department Chair Q5b: Please explain.
10. Department Chair Q6a: Does your Department Chair promote a positive work environment?
11. Department Chair Q6b: Please explain.
12. Department Chair Q7a: Does your Department Chair promote equitable service within your department?
13. Department Chair Q7b: Please explain.
14. Department Chair Q8a: Does your Department Chair support your research activities?
15. Department Chair Q8b: Please explain.
16. Department Chair Q9: Any additional comments about your Department Chair. Each of the questions numbered 1 to 5 in this list included an open-ended opportunity to explain or enter comments.

Questions for **Associate Deans**

1. Associate Dean Q2a: Do you have confidence in your associate dean's ability to perform his/her current role?
2. Associate Dean Q2b: Please explain.
3. Associate Dean Q3a: Does your associate dean involve faculty in the decision-making process?
4. Associate Dean Q3b: Please explain.
5. Associate Dean Q4a: Does your associate dean promote a positive work environment?
6. Associate Dean Q4b: Please explain.
7. Associate Dean Q5: Any additional comments about your associate dean.

Thank you very much for your feedback on the evaluation of university administrators process and questions. We look forward to reviewing and incorporating your feedback for the 2021-2022 Evaluation of University Administrators surveys,

Rose

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Rose Baker, on behalf of the UNT Faculty Senate Committee on the Evaluation of University Administrators

Committee members:

* **Group I:** Thorne Anderson (JOUR)
* **Group II:** Jacqueline Foertsch (ENGL)
* **Group III:** Srinivasan Srivilliputhur (MTSE)
* **Group IV:** Denise Philpot (NCF)
* **Group V:** Neil Wilner (ACCT)
* **Group VI:** Barbara Pazey (TEA)
* **Group VII:** Hong Wang (CHEM)
* **Group VIII:** Jeffrey Snider (MUVS)
* **At-L:** Rose Baker (LTEC)
* **At-L:** Jihye (Ellie) Min (HTM)
* **At-L:**

**Provost Appointees:**

* Michael McPherson, Associate Vice Provost for Student Success
* Benjamin Brand, Chair, MTHE
* Sue Parks, University Libraries
* Elizabeth Oldmixon, Faculty Policy Oversight Committee

November 17, 2021

* The committee reviewed the comments submitted by Provost Cowley
* Edits to the questions will be conducted in the Spring 2022 semester.

Email correspondence is recorded here to provide record of what the committee is considering and to record the feedback provided by a key stakeholder in the evaluation of university administrators.

Dear Rose, thank you for the opportunity to comment and thanks for all of the work that the committee puts into this effort.

For the Vice Presidents - could we remove the question about communication. We have asked that question in the past and the results weren't really helpful since it was all over the place in terms of what people would prefer.

  Which form(s) of communication do you find effective receive information from this administrator or office? (Mark all that apply.) Personal email, group email, podcast, video message, small group meeting with interactions, large group meeting or presentation with Q/A session, other (please describe)

On the deans could the following question be modified to be more inclusive. Using the term research makes it seem like this question is about Tenure system faculty. Could it be reworded to something along the lines of Does your dean know who you are and some of your areas of contribution? OR alternatively if the question is about engagement between the faculty and the dean it might be something like. In the last year have you had the opportunity to engage/communicate with our dean? What the question should be in part depends on what the committee is trying to get at.

Dean Q7a: Does your dean know who you are and what you research?

The question below seemed to create some confusion as worded. Not every associate deans role is to help faculty do their job. For example key roles could include supporting students in preparing to become teachers or overseeing advising offices - engagement with faculty would be part of that but not directly supporting faculty. Might the question be reworded to Does your dean communicate the role of the associate deans? OR alternatively Do you understand the key responsibilities for the associate deans in your college?

Dean Q8a: Does your dean communicate how the associate deans are to help the faculty do their job?

For these associate dean questions, I don't have a great suggestion - but again it gets back to what is the role of that associate dean - some do directly support faculty affairs and these questions would be more directly relevant. I don't have an issue with the questions per say - but it may be difficult to respond constructively as a faculty member for some associate dean roles.

1. Associate Dean Q3a: Does your associate dean involve faculty in the decision-making process?
2. Associate Dean Q3b: Please explain.
3. Associate Dean Q4a: Does your associate dean promote a positive work environment?

For this question for chairs a similar comment about being inclusive since this seems to be aimed at Tenure system faculty. If you want to keep it then maybe reword to For faculty with a research workload, ... support your research/creative activities. And then I am curious about the word support. That can be broadly interpreted so I'm not quite certain what will come from this.

Does your Department Chair support your research activities?

**Jennifer Cowley, Ph.D.**
Provost and Vice President for Academic Affairs
University of North Texas

**Ongoing/future projects:**

We will be conducting and reporting the Spring 2022 evaluations

* + President, Provost, Senior Administrators – time frame: Early mid-February to mid- March
		- Editing questions on the Senior Administrator survey incorporate the feedback from key stakeholders
		- Updating job descriptions included in the survey for senior administrators
		- Considering the scope of senior administrators to evaluate
		- Considering edits based upon feedback from key stakeholders on how the data will be used in performance review evaluations
	+ Deans, Associate Deans, Department Chairs – time frame: mid-March – mid-April
		- Will consider the questions from the Chairs to replace the department chair questions
		- Will use the Chairs Council questions as guide for updating the Dean and Associate Dean questions
		- Surveys will be sent using the anonymous technique as in the past