

The UAF Faculty Senate passed the following at its Meeting #143 on April 9, 2007:

**MOTION:**

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The Faculty Senate moves to modify the "Guidelines for the Evaluation Process for Administrators" (Senate Meeting #115, 2003):

**Group B Administrators:**

In addition to being reviewed annually by his/her immediate Supervisor, "Group B" administrators are to undergo a 3-year comprehensive review. At a time designated by the Supervisor during the fall semester of the academic year of comprehensive review, the "Group B" administrator will submit a self-evaluation report to his/her Supervisor. The self-evaluation shall include: (1) comments on the annual performance evaluations; (2) a summary of his/her notable activities/accomplishments in the previous years; and (3) a statement of relevant goals/objectives relative to assigned or planned administrative duties for the upcoming years. The Supervisor's evaluation shall include faculty and/or staff opportunity for comment on the "Group B" administrator's performance. Comments received shall be referenced in anonymous and aggregate summary in the written evaluation provided to the "Group B" administrator. The Supervisor will include, as part of the written evaluation, an appended workload assignment and/or statement of performance expectations for the "Group B" administrator for the subsequent review period. A copy of the Supervisor's review, along with a summary statement of the process used to assure faculty/staff input into the evaluation, will be forwarded to the Faculty Senate Office by March 15 of the academic year the "Group B" administrator is scheduled for review. The Faculty Appeals & Oversight Committee shall review the written evaluation in performance of its oversight function in administrator review.

The following criteria will be used to determine which administrators are placed on or removed from the "Group B" list. As vacancies and appointments occur, changes to the list shall be determined annually by the Provost in consultation with the Faculty Senate President.

- "Group B" administrator responsibilities must be administrative in nature.  
("Group B" administrators must not be Union members, UNAC or ACCFT).
- "Group B" administrators report to "Group A" administrators.  
("Group A" administrators report to the Chancellor, Provost, or a Vice Chancellor.)
- "Group B" administrators supervise faculty and are involved in faculty performance reviews.