The University of Texas at El Paso
FACULTY SENATE
EVALUATION OF ACADEMIC ADMINISTRATORS BY FACULTY
2017-2018 Implementation Procedures

The following procedures were approved by the 2017-18 President and Executive Council of the UTEP Faculty Senate and the Center for Institutional Evaluation, Research and Planning (hereafter the Center) and adhere to the University of Texas System Board of Regents Rule 31101, Section 3.

I. Identification and Notification of Respondents and Administrators to be Evaluated

A. Faculty Respondents. The Provost will approve a list of eligible faculty respondents, identifying those with more than one departmental or programmatic appointment. Only faculty members who have been appointed to tenured, tenure-track, and full-time positions by the beginning of the Fall 2017 semester and who remain employed by UTEP in a tenured, tenure-track, or full-time position as of Census Day in Spring 2018 will be included in the evaluation process.

1. Faculty definitions will be based on appointments posted to the UTEP BIS system as of Census Day of Fall 2017 (September 13, 2017).
2. Full-time faculty members will be defined as lecturers or adjunct professors who are not tenured or on a tenure track but are employed 100% time (40 hours per week) in a teaching position.
3. Tenured and tenure-track faculty members will receive evaluation forms regardless of the number of hours they are assigned to teach in Spring 2018. If addresses are available, the Center will also include faculty on leaves-of-absence or sabbatical. Emeriti faculty will not be included in the evaluation process.
4. Associate and Assistant Deans will not evaluate Department Chairs/Program Directors or the Dean of the College with whom they work. Associate Deans will evaluate only the Provost.
5. Tenured and tenure-track faculty members who serve as Program Directors or Center directors and have a home department will be invited to evaluate their administrators in their home department and College, as well as the Provost.
6. The President, Vice Presidents, Vice Provosts and Associate Provosts will not evaluate the Provost, College Deans, or Department Chairs/Program Directors. 1) Faculty members serving as Special Assistants to the offices of Vice Presidents, Vice Provosts, and Associate Provosts will receive evaluation forms to evaluate the Provost. 2) A Vice President serving in a dual role as a Dean of a College will not evaluate the Provost.
7. Visiting professors will not be included in the evaluation process regardless of their period of assignment.
8. If a non-tenured faculty member has multiple appointments, he/she will only receive evaluation forms for the department in which he/she resides the majority of the time (i.e., more than 50%). If the faculty member's time is equally divided between appointments, he/she will receive forms for each of those appointments. Tenured and tenure-track faculty members with multiple appointments at the same level will receive evaluation forms for administrators in their respective Departments and College(s), if applicable.
9. A preliminary faculty list will be provided to the Provost for review in January 2018. The faculty list will then be finalized. The Center will use this list to manage the distribution of instruments.

B. Administrators: All Spring 2018 department chairs, academic program directors, academic deans, and the Provost will be evaluated. Interim chairs, directors, and deans will be evaluated if they have been appointed as of the beginning of Census Day of the Fall 2017 semester (September 13, 2017).
1. The Dean of the Graduate School will not be evaluated.
2. Deans, Chairs, and Directors who are newly appointed as of the current semester in which the FEAA is administered will not be evaluated.
3. Chairs and Directors of interdisciplinary programs will not be evaluated.
4. Program Directors in the College of Health Sciences will be evaluated, to include those of Occupational Therapy, Physical Therapy, Speech-Language Pathology, and Rehabilitation Counseling.
5. The Provost will consult with the Dean of the School of Pharmacy regarding faculty reporting lines and will provide the Center with School-level administrators to be evaluated by eligible faculty members.
6. The Provost will provide the Center with a list of all positions that will be evaluated, including the respective administrator.

C. Notification of Participation: Initially, faculty respondents and administrators to be evaluated will receive a joint letter from the President of the Faculty Senate and the President of the University. This letter will briefly describe the evaluation process and outline its importance to the University. The notification will describe the purpose of the evaluation, provide justification of their inclusion in the process, detail the distribution process, and describe the analysis and reporting process. Issues of employee privacy and the confidentiality of responses will also be outlined.
   ➤ The formal notification email will be sent on Monday, February 26, 2018.

D. Reminder to Faculty Respondents: One and two weeks after the initial distribution of instruments (Friday, March 2, 2018), the Center Director will send all faculty respondents email reminders via blind carbon copy of their inclusion in the evaluation process and encourage their participation. A final reminder will be sent two days before the close of the evaluation.
   ➤ The reminder email will be sent on Friday, March 9, 2018.
   ➤ A second reminder email will be sent on Friday, March 16, 2018.
   ➤ A final reminder email will be sent on Wednesday, March 21, 2018.

II. Evaluation Method

A. The Faculty Senate, in consultation with the Provost and the Special Assistant to the President, determined the content, format, and response options for the evaluation questions in 1998.

B. The Center used this information to create three instruments for the evaluation of a specific academic department chair or program director/coordinator, a dean, and the Provost. These instruments were piloted in Fall 1998. At the instruction of the Faculty Senate Executive Committee, the same instruments that were used in Spring 2014 for the evaluation of the Provost and Deans will be used in Spring 2018, with the changes described below for the Provost’s and Dean’s evaluations.
   ➤ In 2008, an open-ended question on the Dean’s evaluation about the Dean’s administrative team was included, at the request of the Faculty Senate Executive Committee.
   ➤ In 2014, two closed-ended questions on the Chair’s evaluation about mentoring and the tenure and promotion process were added at the request of the Faculty Senate Executive Committee and the Provost’s Office. The items are:
     o “effectively manages mentoring of faculty and staff”
     o “effectively manages tenure and promotion process”
   ➤ In 2018, a closed-ended question appearing on the Provost’s and Dean’s evaluations about planning will be revised as described below:
     o Provost’s and Dean’s evaluation item:
       o Previous: “Effectively formulates and implements short- and long-range plans.”
       o Proposed: “Effectively formulates and implements strategic planning.”

C. The instruments will be provided to faculty for response via the Internet as a Web-based survey.
III. Distribution and Collection of Evaluations

A. The Center Director will send each participating faculty member an email invitation that will enable him/her to participate in the evaluation process. The email will be delivered to the faculty member's email address that is listed in the UTEP faculty/staff directory.
   ➢ This invitation email will be delivered no later than Friday, March 2, 2018.

B. The invitation email will contain a link to the survey web site that provides all of the faculty member’s appropriate instruments (i.e., those relevant to the department chair or program director, Dean, and the Provost, as applicable). This site will also include an introduction from the President of the Faculty Senate and details about the security of the web site.
   ➢ The evaluation web site will be closed on Friday, March 23, 2018 at 5:00 P.M.

B. Most faculty members will receive links to three instruments: one for his/her Departmental Chair or Program Director, a second for his/her Dean, and a third for the Provost. As described in Section IA., an individual may receive additional instrument links if he/she has more than one academic appointment (i.e., for an additional Department Chair or Program Director and/or another Dean).

C. Faculty members who encounter accessibility-related difficulties completing the evaluations may obtain appropriate accommodations by contacting UTEP's ADA Coordinator in the Equal Opportunity Office at (915) 747-5662 or eoaa@utep.edu.

D. Upon completion of each instrument, the faculty member will be asked to click a button to submit their responses to the Center database. Upon submission, the faculty member will be automatically redirected to the evaluation web site where they will be asked to respond to instruments they have not completed.

E. Faculty members will be permitted to evaluate each of their respective administrators only once. After the faculty member submits a response set for a particular administrator, future access to that survey will be disabled. Only links to surveys for administrators not yet evaluated will be enabled.

IV. Faculty Anonymity and Confidentiality

A. Respondents will not be asked to self-identify on any instrument. The Center will not implement any mechanism to identify any respondent(s) or to track individual respondents or non-respondents, with the exception of processes used to ensure submitted response sets are valid.
   1. Responses submitted via the Internet will be encrypted during transmission to ensure the confidentiality of the respondent’s identity and responses. Submitted responses will be identified only by College and Department/Program of the respondent to enable disaggregation of the data and report breakouts.
   2. Prior to distribution of paper forms, Center staff will add a code to the instruments to identify the College and Department/Program of the respondent. This code will only be used to provide disaggregation of the data and report breakouts.

B. The message on the evaluation web site from the President of the Faculty Senate will address issues of confidentiality of faculty respondents and their data.

C. Data management and analysis will be limited to full-time staff of the Center. Student interns at the Center will not be involved in any aspect of the data management or analysis.
V. Response Processing

A. The collection of Internet responses will be an automated process, with no involvement of Center staff. Faculty responses will be automatically added to an encrypted evaluation database upon submission.

B. The database will include the date and time that the Web-based responses were received.

C. Internet response sets will be identified by department and college codes for reporting purposes.

VI. Data Analysis

A. All evaluation data will be saved in encrypted databases at the Center. These databases will ensure that only approved Center staff will be able to analyze the responses.

B. Rating scale responses will be summarized in frequency tables and histograms.

C. All written comments will be reported as provided, including misspellings, grammatical errors, and/or names cited.

D. All instruments’ response sets included in the evaluation process will be archived and stored by the Center for one year, at which point the Center will contact the Faculty Senate for permission to destroy those records. Upon written notification from the Faculty Senate, the Center will destroy them.

E. Results will be disaggregated as follows: (See also Table 1.)
   1. The Provost’s results will be reported in group form, that is, all valid results will be included with no disaggregation of data.
   2. The Deans’ results will be reported in group form by College, with no disaggregation of data by department.
   3. The Department Chair’s (or Program Director’s) results will be reported in group form for respective departments, with no further disaggregation of the data.
   4. For Departments or Programs with three or fewer faculty members eligible to participate in the evaluation, results will not be reported to the department chair or program director.

VII. Dissemination of Results

A. Following data submission, a tabulation of responses including both ratings and written comments will be prepared for each administrator who was evaluated and for that individual’s supervisor(s) according to Table 1:

Table 1: Report of Results for the Academic Administrator Evaluated

<table>
<thead>
<tr>
<th>Evaluated Administrator's Level</th>
<th>Report Recipients</th>
<th>Report Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department Chair or Program Director</strong></td>
<td><strong>Evaluated Administrator:</strong>&lt;br&gt; • Department Chair or Program Director&lt;br&gt; <strong>Supervisor:</strong>&lt;br&gt; • College Dean of the evaluated administrator&lt;br&gt; • UTEP Provost&lt;br&gt; • UTEP President</td>
<td>Data in group form—Department/Program level (no disaggregated data):&lt;br&gt; • Tabular summary of ratings with histograms.&lt;br&gt; • All written comments will be included verbatim as submitted, except for departments or programs with three or fewer faculty members.</td>
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</tbody>
</table>
For departments and programs with three or fewer members eligible to participate, results will not be reported to the department chair or program director. Results will be reported to the Deans.

<table>
<thead>
<tr>
<th>College Dean</th>
<th>Evaluated Administrator:</th>
<th>Data in group form—College level (no data disaggregated by department):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor:</td>
<td>College Dean</td>
<td>• Tabular summary of ratings with histograms.</td>
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<tr>
<td></td>
<td>UTEP Provost</td>
<td>• All written comments will be included verbatim as submitted.</td>
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<td>UTEP President</td>
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<tr>
<th>UTEP Provost</th>
<th>Evaluated Administrator:</th>
<th>Data in group form—University level (no data disaggregated by College or Department):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor:</td>
<td>UTEP Provost</td>
<td>• Tabular summary of ratings</td>
</tr>
<tr>
<td></td>
<td>UTEP President</td>
<td>• All written comments will be included verbatim as submitted.</td>
</tr>
</tbody>
</table>

A. Center staff will deliver the report of results for each academic administrator evaluated in a sealed packet to that individual. Duplicate sets will be delivered to the immediate supervisor(s) as indicated in Table 1.

B. Center staff will distribute a copy of results to each academic administrator evaluated simultaneously with that provided to the immediate supervisor.

C. Center staff will distribute a copy of results for all department chairs or program directors/coordinators in each college to the Provost for review.

D. Each recipient, both the academic administrator evaluated and the supervisor(s), will be required to provide a signature as an indicator of having received the packet. If the individual is not available, alternative arrangements will have to be made with the Center. No packet will be delivered without the signature of the designated recipient.

VIII. Reporting

A. The President, the Provost, or their delegate will make a report to the Faculty Senate.

B. The Center will provide a written report to the Faculty Senate President on the Spring 2018 about the implementation process no later than 60 days after the delivery of reports. A copy of the final implementation procedures will be included.

C. A designated committee of the Faculty Senate will meet to evaluate the Spring 2018 implementation and to make any recommendations for changes in the process. A representative of the Center will sit as an ad hoc member of the committee. The Center will be advised of the date of future administrations and of any changes made in the policy by the Faculty Senate at least four months before the next implementation of the evaluation process.
Questions about the evaluation policy outlined in this document will be brought to the attention of the Senate President. If a decision is needed, the Senate President will communicate with the Council by email (or in person, if necessary or convenient) to reach a decision. The vote of the Council will be the final resolution of each issue.

<table>
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<th>PROJECT STAGE</th>
<th>IMPLEMENTATION DATE(S)</th>
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| NOTIFICATIONS | August – September | Faculty Senate will communicate with:  
• Dr. Natalicio, UTEP President and  
• Dr. Parker, VP Academic Affairs  
about the upcoming FEAA that will be launched in Spring 2018  
CIERP will communicate with:  
• Gerry Cochrane, Information Security (for review of the system’s security)  
• Luis Hernandez, Enterprise Computing (for planned outages during Spring 2018)  
• Frank Poblano, Technology Support (for upcoming review of the system’s usability with various browsers (e.g. Firefox, Chrome, Safari), devices (e.g., computers, tablets, phones), and operating systems (e.g., Window, Apple OS, Linux), and ADA compliance and access. |
| SETUP | Monday, September 18 | Faculty Senate will provide approval of:  
1. Project Implementation Plan and Guidelines  
2. Project Timeline  
3. Instruments  
   a. Provost  
   b. Dean, and  
   c. Chair/Program Director |
<p>| | Mid-September to Mid-October | CIERP will check and prepare survey system and finalize instruments on the application. |
| | Monday, September 18 – Friday, September 29 | In consultation with Academic Affairs, CIERP will begin preparing a list of Administrators who will be evaluated. |
| | Monday, October 16 – Monday, November 6 | By October 16, CIERP will share the application with UTEP’s Office of Information Security and the Office of Technology Support for review. |
| | November &amp; December | CIERP will seek review of communications to FEAA participants from the University President and Faculty Senate President, and then finalize email messages on the application. |
| | November &amp; December | CIERP finalizes communications on software application. |</p>
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<tr>
<td></td>
<td>Monday, January 8</td>
<td>CIERP sends the list of Administrators to be evaluated to Academic Affairs for review. CIERP prepares a preliminary list of faculty who will be invited to participate in the FEAA. List will be shared with: - Academic Affairs (who will share it with CAO’s) and - Faculty Senate President (who will share it with Deans) for review. Academic Affairs verifies the list of faculty and administrators involved in project and notifies CIERP about any corrections. Note: Faculty participants will be identified based on appointments posted to the UTEP system as of Census Day, Wednesday, January 31.</td>
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<td></td>
<td>Wednesday, February 14</td>
<td>DEADLINE for finalizing faculty members who will participate in the FEAA and Administrators to be evaluated.</td>
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<td>Thursday, February 15</td>
<td>CIERP will set up system with faculty and administrators to be evaluated.</td>
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<td>Monday, February 26</td>
<td>From the system, a joint letter from the President of Faculty Senate and University President will be sent that describes the evaluation process.</td>
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<td>INSTRUMENT ROLL-OUT</td>
<td>Friday, March 2</td>
<td>CIERP distributes invitation e-mail that allows faculty to access evaluation instruments</td>
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<tr>
<td>REMINDERS</td>
<td>R1: Friday, March 9</td>
<td>CIERP Director sends e-mail reminders to faculty</td>
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<td>R2: Friday, March 16</td>
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<td>Final R: Wednesday, March 21</td>
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<tr>
<td>RETURN DEADLINE</td>
<td>Friday, March 23</td>
<td>Last day for receipt of evaluation instruments. Evaluation website will be closed at 5:00 PM.</td>
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<tr>
<td>REPORT PREPARATION</td>
<td>Monday, March 26 – Thursday, March 29</td>
<td>CIERP staff will decrypt the data file, check and review the data, and prepare the file for generating reports.</td>
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<td>Monday, April 2 – Friday, April 20</td>
<td>CIERP staff will prepare the reports that include sections for tables, graphs, and open-ended responses.</td>
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<td></td>
<td>Monday, April 23 – Wednesday, May 2</td>
<td>CIERP staff will print, collate, review, and package reports.</td>
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<td>REPORT DISTRIBUTION</td>
<td>Thursday, May 3 – Friday, May 11</td>
<td>CIERP will disseminate: (a) individual results to academic administrators and their supervisors, and (b) complete results to the Provost and University President</td>
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<tr>
<td>PROCESS REVIEW</td>
<td>Friday, May 25</td>
<td>CIERP will provide an analysis of the implementation process to the Faculty Senate President</td>
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<td>May</td>
<td>Faculty Senate committee will review the evaluation process and recommend any changes for consideration to the Faculty Senate if necessary</td>
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