

**Faculty Senate
Faculty Administrator Review Committee
Administrator Review Group A and Group B Process
(as of September 9, 2013)**

GUIDELINES FOR THE EVALUATION PROCESS FOR ADMINISTRATORS

Group A:

1. Within the first three weeks of the fall semester, the supervisor of the administrator to be reviewed will appoint an Ad Hoc Administrator Review Committee consisting of five members. At least three members must be faculty, and at least one must be on the Faculty Senate (including alternates). (It is recommended that staff be included on the ad hoc committee as appropriate.)

In the case of evaluation of the Dean of the Graduate School the Provost will appoint an Ad Hoc Committee consisting of two faculty drawn from the UAF Faculty Senate's Graduate Academic and Advisory Committee, one other faculty member, one dean/director, an a graduate student representative.

including faculty, staff, and students. This may be accomplished through various instruments, e.g., a standard questionnaire completed anonymously and returned to the committee chair.

2. The administrator to be evaluated will prepare a narrative self-evaluation of activities performed during the three-year period (academic years) prior to the year of evaluation or since the last

Review Committee (FARC) for final review, recommendations and disposition of the _____

Administrator's evaluation. The specifics of the content of the report of the Ad Hoc Committee shall not be discussed if the Administrator's supervisor deems that inappropriate under Board of Regents' Policy P04.01.062. and Alaska Statute. In particular, the Administrator must give written consent for the specific content to be discussed. However, the FARC shall be provided information on the process followed by the Ad Hoc committee, excluding the names of persons interviewed unless they have waived confidentiality. The supervisor of the administrator will thereafter provide his/her formal evaluation taking into account the Ad Hoc Committee's report.

(b) All data to be sent by the Chancellor, the Provost, or other administrator reporting directly to _____

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Group B Administrators:

In addition to be reviewed annually by his/her immediate Supervisor, "G11 ggorrviedio223G11 ggorevite
ons; (2) a summary of his/her notable
s; and (3) a statement of relevant goals/objectives
duties for the upcoming years. The Supervisor's
ortunities for comment on the "Group B"
ved shall be referenced in anonymous and
rovided to the "Group B" administrator. The