October 9, 2014

To: Dean Van Galen, Chancellor
    116 North Hall
    University of Wisconsin-River Falls

From: David P. Rainville, Chair
       Faculty Senate
       University of Wisconsin-River Falls

Re: UWRF Faculty Senate Motion 2014-15/28

At the October 8, 2014 meeting of the University of Wisconsin-River Falls Faculty Senate, motion 2014-15/28 was passed and is effective immediately. The motion is forwarded to you for your action.

A motion from the Faculty Welfare and Personnel Policies Committee (Neil Kraus, Chair) to approve the following

Process for Review of Administrator (Chancellor) Performance

Background: The review of administrator performance by appropriate faculty and staff is an integral part of the ongoing process of planning, development, and improvement of the University. Administrator performance is reviewed using as context and criteria the description of the administrative position, the mission and goals of the University, and the qualities that are considered to be desirable for effective university administrators. The faculty and staff provide a valuable source of feedback on administrator performance, although it is recognized that administrative roles are often diverse and can have a significant external component.

It is understood that the evaluation of an administrator’s performance is the responsibility of that individual’s supervisor. The supervisor should have a high level of understanding of the responsibilities of and context for the work of the administrator, and may have assigned specific goals that are not widely known by faculty and staff. Nevertheless, faculty and staff provide a unique and important perspective to encourage reflection and improvement on the part of administrators.

It is also recognized that the process of providing feedback of performance of any member of the university community—administrators, faculty, staff, and students—must
be carried out with a strong sense of integrity, respect, and in the spirit of seeking to improve and advance the university.

**Fall 2014 Context:** UW-River Falls has limited history or experience with the systematic review of administrators. The Chancellor and members of the Chancellor’s Cabinet support the development of a well-conceived process to provide systematic feedback to administrators with the goal of guiding improvement and accountability. Moreover, the Faculty Welfare and Personnel Policies Committee of the Faculty Senate has had significant discussions of this matter and has developed ideas for a possible process. Both the chancellor and provost have served five complete years at UWRF. The chancellor will be the first to undergo a systematic review. If the process is viewed as successful, it is anticipated that the provost would undergo a similar review in spring of 2015 or fall of 2015. The lessons learned could then be applied to a broader systematic review of key administrators.

**Process for Fall 2014 Systematic Review of Chancellor**

**Survey Instrument:** For the inaugural review process for the chancellor, the IDEA Center “Feedback for Administrators” survey will be utilized. This is a well-established tool that is administered on-line by the IDEA Center.

**Composition of the Chancellor Performance Survey Working Group (PSWG):**

- Director of Human Resources (serves as convener and facilitator)
- Three faculty (as designated by Faculty Senate with at least one member of the Faculty Welfare and Personnel Policies Committee)
- One academic staff (forwarded by Academic Staff Council for Faculty Senate approval)
- One classified staff (designated by Classified Staff Advisory Council)
- Two members of 2008-2009 Chancellor Search Committee (selected by chancellor)

**Process:**

- Performance Survey Working Group (PSWG) is formed
- PSWG reviews chancellor position description, basic chancellor search materials (from 2008-2009), and university’s strategic plan
- Working Group meets with chancellor to:
  - Discuss position responsibilities and institutional context
  - Collaboratively develop 10-15 additional fixed-response questions for the survey that focus on the specific position description/responsibilities of the UWRF chancellor position and the university’s strategic plan and direction.
- Additional fixed-response questions are finalized and Director of Human Resources works with IDEA Center to finalize survey plan
• Survey of all faculty, academic staff, and classified staff is administered by the IDEA Center with assistance from Human Resources and Institutional Resource w.r.t. lists and e-mail addresses.
• Summary of survey results (fixed response questions and all comments) are made available to chancellor by the IDEA Center approximately 10 days after close of the administration of the survey.
• Summary of responses to fixed-response questions (generated by IDEA Center) is shared with Director of Human Resources
• Summary of responses to fixed-response questions is shared by the Director of Human Resources with all members of the PSWG—this information is treated as confidential by the PSWG, and will form the basis for a meeting with the chancellor.
• The PSWG meets with the chancellor to discuss the fixed-response survey results and to provide the chancellor with feedback and ideas on how to maintain areas of perceived strength in performance and to address perceived areas of needed growth. The meeting will also provide opportunity for the chancellor to seek feedback on the results of the survey. All materials and matters discussed in this meeting will be treated as confidential by all members of the PSWG.
• The results of administrative reviews will go to the individual’s supervisor (the U.W. System President for the Chancellor; the Chancellor for the Provost), and any further public dissemination of the results of the reviews will be subject to state administrative code and UW system policies.

**Estimated Timeline for Fall 2014:**

- September 10: PSWG members identified/approved
- September 15-September 26: PSWG meets and consults with chancellor to review materials and finalize Survey
- October 13-24: Survey administered by IDEA Center
- November: Summary results provided by IDEA Center; PSWG meets with chancellor for discussion and to provide feedback

Approved ✓

Disapproved __________

[Signature]  Dean Van Galen, Chancellor

Date  10/14/14