

**Faculty and Staff Evaluation of Administrators (FSEA)
College Faculty Council (CFC) and
College Evaluation Review Committee (CERC)
2015-2016**

As part of the Annual Review process for administrators, Academic Affairs conducts a Faculty and Staff Evaluation of Administrators (FSEA). This process is overseen by the Faculty and Staff Evaluation of Administrators Committee (FSEAC), chaired by a tenured faculty member selected by the Faculty Senate Executive Committee. According to the FSEA Governing Document, three principles shall guide all reviews:

1. The review process shall be fully transparent.
2. The results of the review process that are related to faculty and staff evaluation of administrators shall be made available for review to the faculty and staff.
3. The review shall include a structure to assure open communication/dialog among the participants about the process and the results.

This process is a component of the overall shared governance process at Kennesaw State University. As such, the College Faculty Council (CFC) plays a key role. The CFC/CERC is responsible for assisting the Provost in interpreting the data collected during the FSEA and providing appropriate context for the Provost's Annual Review of College Deans. This document outlines the responsibilities of the CFC and its subsidiary, the College Evaluation Review Committee (CERC).

The CFC must choose three of its own (tenured) members to serve on the CERC, which will ultimately work to ensure that the college dean accounts for the views of faculty and staff. In addition to the three tenured faculty members elected/selected by the CFC, the CFC Chair should coordinate with college staff members (those who work for the college, not departments within the college) to elect/select a staff representative to the CERC; if possible, the staff should organize their own election. The CFC Chair is responsible each fall for communicating the names and emails of the CERC (**including the identity of the chair**) to Andy Pieper, (apieper1@kennesaw.edu) according to the timeline below, and for organizing the replacement of any CERC members who are unable to serve out the spring term (ideally individuals unable to serve through the spring will not be selected/elected).

College Evaluation Review Committee (CERC)

The CERC is the body responsible for working with the FSEAC Chair to ensure that the voices of faculty and staff are fairly represented to the Provost. The work of this committee should be kept largely confidential, though the data will eventually be publicly available through the KSU Archives. The CERC shall select its own chair, and the chair and the committee shall use the FSEA Governing Document and the 2015-2016 FSEA Timeline to guide its work. The FSEAC Chair, Andy Pieper, is also available for consultation at any point in the process.

Once the CERC is organized, there are three primary steps in the completion of its duties. First, the CERC will individually, and then collectively, review the data submitted by faculty and staff about the Dean's performance. Second, the CERC will meet with the Provost to discuss its

interpretation of the data, and to dialogue about how the data reflects strengths and weaknesses of the Dean's performance. Finally, the CERC will review the relevant portion of the Dean's ADR, respond with a letter if the CERC deems it appropriate, and recommend redactions of qualitative comments that include the identification of individuals not under review.

Relevant Timeline for CFC/CERC, 2015-2016 (see complete timeline for further context)

By November 4, 2015: Select CERC Committee membership, including staff member and chair, and send names and emails to Andy Pieper (apieper1@kennesaw.edu)

November 11-December 3, 2015: Encourage College faculty and staff to complete survey

January 13, 2016: Chair of CERC will receive data from Lexicon and Line and forward to other committee members

By March 14, 2016: Meet as committee to review data and summarize important strengths and weaknesses of Dean and prepare for meeting with Provost

By March 14, 2016: Meet with Provost to discuss findings and provide context. This meeting should cover:

1. Areas of strength
2. Areas of weakness
3. Contextual details from faculty/staff perspective
 - a. The CERC should provide background on positive and negative trends in the data. Does the committee have information about particular events that may have impacted perceptions about the administrator? This meeting should be used to explore how the data converge or diverge from the culture and context of the department.
4. Feedback about potential plans/suggestions for FPA
5. Appropriate redactions of qualitative comments
 - a. According to the FSEA Guidelines, any comments/data that could identify individuals not under review or any unsubstantiated actionable claims may be redacted. **The CERC should review the comments and highlight any possible redactions, with final redaction authority resting with the supervisor.**

By April 14, 2016: Receive ARD section from Provost. Chair of CERC should respond that they have received the ARD section.

By April 24, 2016: Determine whether ARD section appropriately reflects the views of the committee. If it does not, craft response letter that will be sent to Provost and included in the Archival file.