

**Faculty and Staff Evaluation of Administrators (FSEA)
Department Faculty Council (DFC) and
Department Evaluation Review Committee (DERC)
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 Department Faculty Council (DFC) plays a key role. The DFC/DERC is responsible for assisting the Dean in interpreting the data collected during the FSEA and providing appropriate context for the Dean's Annual Review of Department Chairs. This document outlines the responsibilities of the DFC and its subsidiary, the Department Evaluation Review Committee (DERC).

The DFC must choose three of its own (tenured) members to serve on the DERC, 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 DFC, the DFC Chair should coordinate with department staff members to elect/select a staff representative to the DERC; if possible, the staff could organize their own election. The DFC Chair is responsible each fall for communicating the names and emails of the DERC (**including the identity of the chair**) to Andy Pieper, (apieper1@kennesaw.edu) according to the timeline below, and for organizing the replacement of any DERC members who are unable to serve out the spring term (ideally individuals unable to serve through the spring will not be selected/elected).

Department Evaluation Review Committee (DERC)

The DERC is the body responsible for working with the FSEAC Chair to ensure that the voices of faculty and staff are fairly represented to the Dean. The work of this committee should be kept largely confidential, though the data will eventually be publicly available through the KSU Archives. The DERC 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 DERC is organized, there are three primary steps in the completion of its duties. First, the DERC will individually, and then collectively, review the data submitted by faculty and staff about the Chair's performance. Second, the DERC will meet with the Dean to discuss its interpretation of the data, and to dialogue about how the data reflects strengths and weaknesses

of the Chair's performance. Finally, the DERC will review the relevant portion of the Chair's ADR, respond with a letter if the DERC deems it appropriate, and recommend redactions of qualitative comments that include the identification of individuals not under review.

Relevant Timeline for DFC/DERC, 2015-2016 (see complete timeline for further context)

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

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

January 13, 2016: Chair of DERC 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 Chair and prepare for meeting with Dean

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

1. Areas of strength
2. Areas of weakness
3. Contextual details from faculty/staff perspective
 - a. The DERC 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 DERC 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 Dean. Chair of DERC 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 Dean and included in the Archival file.