

**Kennesaw State University  
Faculty and Staff Evaluation of Administrators (FSEA)  
Process Timeline**

**Fall 2016-Spring 2017**

**By no later than September 9, 2016**

Angie Conti, in consultation with Andy Pieper (Faculty Coordinator of FSEA) shall create a list of Chairs and Deans eligible for FSEA.

**By no later than September 14, 2016**

Ron Matson (Associate Vice President for Faculty) requests lists of eligible faculty (full-time permanent faculty, excluding part-time temporary and limited term) and staff reviewers (by department) from Faculty Affairs. Ron Matson supplies Andy Pieper with list of DFC/CFC Chairs and email addresses.

**By no later than October 5, 2016**

Ron Matson emails all Department Chairs and College Deans a list of the names of full-time permanent faculty and staff in their respective Departments/Colleges (including faculty holding official Joint Appointments with another Department or College), and a copy of this timeline.

**By no later than October 22, 2016**

Chairs/Deans may review the list of eligible faculty and staff, indicating any changes to the list (specifically: individuals included on the list who are not permanent full-time faculty or staff or no longer with KSU; individuals not included who are permanent full-time faculty and staff; individuals with official joint appointments with other departments not included on the list), and provide these changes to Ron Matson. Chairs/Deans may wish to share this list with their respective Department Faculty Committee (DFC) or College Faculty Committee (CFC) chairs in order to ensure all eligible faculty and staff are included.

**By October 24, 2016**

Andy Pieper submits draft of Provost Harmon's October 31, 2016 email to Provost Harmon and Angie Conti.

**By October 26, 2016**

DFCs and CFCs must elect an Evaluation Review Committee. Department Evaluation Review Committees (DERC) shall consist of three (tenured if possible) faculty elected from and by the DFC, plus one staff representative elected from and by the staff in the Department. College Evaluation Review Committees (CERC) shall consist of three tenured faculty elected from and

by the CFC, plus one staff representative elected from and by the staff in the Office of the Dean of that College. The Provost Evaluation Review Committee shall consist of three tenured faculty elected from and by the Faculty Senate Executive Committee (FSEC) and one staff member from the Office of Provost, elected by and from Provost's office staff. DFC Chairs, CFC Chairs, and the FSEC President shall coordinate these elections for both faculty and staff representatives. Each DERC/CERC/PERC shall elect its own Chair.

### **By October 31, 2016**

The Chairs of DFCs and CFCs and the FSEC President must e-mail Andy Pieper at [apieper1@kennesaw.edu](mailto:apieper1@kennesaw.edu) with the names and emails of all faculty and staff members of DERC/CERC/PERC, and indicate which faculty member will chair the committee.

The Chair of each DERC/CERC/PERC will contact the appropriate Administrator (President, Provost, Dean, or Department Chair) to request the compiled quantitative data and the related section of the APR and responses (if any) from the Fall 2015 FSEA and provide this to the members of their review committee.

### **Week of October 31, 2016**

Provost Harmon will announce the FSEA survey opening and closing dates (11/14/16-12/1/16) as well as a specific timeline and deadlines for the completion of steps in the process.

### **November 14-December 1, 2016**

Full-time permanent faculty and staff complete the online evaluation survey.

### **November 28, 2016**

Andy Pieper sends final email to faculty and staff via Faculty and Staff Senate Presidents encouraging reviewers to complete survey by December 1, 2016.

### **November 28, 2016**

Faculty, Staff, and Administrative Senate Presidents shall post reminders (through KSU Inform) to constituents in Academic Affairs to complete the Administrative Review survey.

### **December 2, 2016**

Andy Pieper sends an email to the Department, College, and Provost Review Committee Chairs requesting final confirmation of Evaluation Review Committee membership. At this time, members must indicate whether or not they will remain members of their respective review committees during Spring 2017 term.

### **During December 2016**

Data from the online FSE survey will be compiled by an independent contractor/outside vendor (Lexicon and Line) with summary data shown for each question.

**January 6, 2017**

Andy Pieper sends emails *to the President, Deans, Department Chairs and Evaluation Review Committees* announcing that data will be distributed on January 11, 2017.

**January 11, 2017**

Compiled data will be distributed electronically by Lexicon and Line to:

1. Administrator being reviewed
2. Supervisor of the administrator being reviewed
3. Evaluation Review Committee Chair

**By January 13, 2017**

Reviewees, Supervisors of reviewees, and Evaluation Review Committee Chairs will notify Lexicon and Line ([lexiconandline@gmail.com](mailto:lexiconandline@gmail.com)) if they have not received the review data. Evaluation Review Committee Chairs shall distribute data to their review committee colleagues.

**By January 27, 2017**

Administrator writes and submits Annual Review Document (ARD) to supervisor. This document will include a separate section with an interpretation of the Administrative Review data. This interpretation should focus on:

1. Strengths identified by faculty and staff
2. Areas for improvement identified by faculty and staff
3. Planned steps to address issues identified by faculty and staff

**February 6, 2017**

Andy Pieper sends email to Evaluation Review Committee Chairs and Supervisors reminding them to meet with one another to discuss Administrative Review results **by March 6, 2017**

**By March 13, 2017**

Supervisor meets with each Evaluation Review Committee to discuss FSEA data. The goal of this discussion is to develop an understanding of the context of the compiled data, to discuss possible interpretations of the data, and to promote transparency. When meeting with the Supervisor, the Evaluation Review Committee should be prepared to discuss:

1. Strengths identified by faculty and staff
2. Areas for improvement identified by faculty and staff

3. Recommended steps to address issues identified by faculty and staff
4. Suggested redactions of qualitative comments (per guidelines in FSEA governing document)

**March 12, 2017**

Andy Pieper sends email to Administrators and Supervisors reminding them of the April 12, 2017 deadline to complete the APR and corresponding communication.

**By April 12, 2017**

Supervisor prepares Annual Performance Review (APR) of administrator with a separate section reflective of the compiled Administrative Review data and the discussions with the Review Committee. This section should focus on:

1. Strengths identified by faculty and staff
2. Areas for improvement identified by faculty and staff
3. Recommended steps to address issues identified by faculty and staff

The Supervisor meets with the reviewed administrator to discuss the evaluation. The administrator has the opportunity to add additional comments. Both the supervisor and the administrator sign the APR.

**By April 14, 2017**

The section of the APR that addresses the Administrative Review data is forwarded to the Review Committee by the supervisor, and the Review Committee Chair acknowledges the receipt in writing (signature and date) to the supervisor. The Review Committee Chair will share the APR section with the Review Committee.

**April 24, 2017**

The Evaluation Review Committee Chair may prepare a response in writing on behalf of the committee and send it within 10 calendar days (but **no later than April 24, 2017**) of receiving Administrative Review section of APR from Supervisor.

**By April 26, 2017**

A folder containing the one hard copy of the data, the related section of the ARP and responses (if any) must be forwarded by the Administrator to the Office of the Provost (attention to Angie Conti).

**By April 27, 2017**

One hardcopy of the compiled data, qualitative comments (excluding redactions), the related section of the Annual Performance Review, and responses from the Review Committee and/or Administrator (if any) will be delivered to the Director of Museums, Archives, & Rare Books by the Provost or his/her designee by **no later than April 27, 2017**. The Provost will notify campus when the records have been transferred to the Archives, whereupon the records will be available for review, by appointment only, by contacting the Director of Museums, Archives & Rare Books. Faculty and staff may be asked to show identification but the information will not be recorded and they will not be required to register. The archives will maintain the record set in accordance with the guidelines set forward by the Georgia Board of Regents Records Retention Policy for Academic and Unclassified Employees Personnel Records.<sup>1</sup> It is the responsibility of the administrator to maintain any Administrative Review evaluation data he/she may decide to use for longitudinal analysis.

**May 1, 2017**

Administrator may share FSEA information with faculty and staff. This data/information **may not** be shared until after hard copies have been received by the Associate Director of Museums, Archives, and Rare Books.

Note: Data and feedback received from the FSEA and progress toward meeting related management objectives will be reflected in the Administrator's subsequent Faculty Performance Agreement and Annual Review Document.

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<sup>1</sup> The original Record Copy shall still be maintained by institutional executive offices, colleges, or units, as per the records retention policy.