**Faculty and Staff Evaluation of Administrators (FSEA)**

**Role of Supervisors (Deans, Provost, President)**

**2016-2017**

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

One purpose of the FSEA is to provide supervisors appropriate feedback from faculty and staff about administrators under their supervision. This feedback can provide insights that are not otherwise available to supervisors, and contribute to the annual review of administrators and other decision-making within colleges and the university. This document mostly directly addresses the role of deans, but is applicable to other levels of supervisors (Provost, President) as well.

This year’s FSEA will take place from November 14, 2016 through December 1, 2016. President Davis, FSEA Coordinator (Andy Pieper) and the Faculty Senate President will send emails encouraging and reminding faculty and staff to participate in all levels of review for which they are eligible. It would be appropriate for deans and other college and department leaders to encourage faculty and staff as well. Higher response rates increase the legitimacy of the process and provide more information to supervisors.

On ***January 11, 2017***, the outside company responsible for administering the survey instrument and collecting the data, Lexicon and Line, will forward the data for each administrator to:

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

Your role as a supervisor is to review the data independently, and meet with the Department Evaluation Review Committee (DERC) to discuss the results. This meeting should take place by ***March 3, 2017***, and should include discussions about the following:

1. Areas of strength
2. Areas of weakness
3. Contextual details from faculty/staff perspective
	1. 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
	1. 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 11, 2017***, the supervisor should prepare the Annual Performance Review (APR) of administrator with a separate section reflective of the compiled Administrative Review data and the discussions with the DERC. 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 (again, by ***April 11, 2017***) to discuss the evaluation. The administrator has the opportunity to add additional comments. Both the supervisor and the administrator sign the APR. The supervisor must send the DERC Chair the relevant section of the APR, and any redaction recommendations, by ***April 14, 2017***. The DERC Chair should confirm receipt in writing, and can prepare (if warranted) the DERC response by ***April 24, 2017***, which would be included in the formal record.

If you have ANY questions about this process, please do not hesitate to contact the FSEA supervisor, Andy Pieper, at apieper1@kennesaw.edu