

**Faculty and Staff Evaluation of Administrators (FSEA)
College Faculty Council (CFC) and
College Evaluation Review Committee (CERC)
2017-2018**

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 the college dean. 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 provost 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 department staff members to elect/select a staff representative to the CERC; if possible, the staff could 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 FSEA Faculty Coordinator to ensure that the voices of faculty and staff are fairly represented to the provost. The work of this committee should be kept 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 2017-2018 FSEA Timeline to guide its work. The FSEA Faculty Coordinator, 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 ARD and respond with a letter if the CERC deems it appropriate.

Relevant Timeline for CFC/CERC, 2017-2018 (see complete timeline for further context)

By October 27, 2017: Select CERC membership, including staff member and chair, and send names and emails to Andy Pieper (apieper1@kennesaw.edu)

November 13-December 1, 2017: Encourage college faculty and staff to complete survey.

January 10, 2018: Chair of CERC will receive data from Lexicon and Line and forward to other committee members.

Late January/Early February, 2018: Meet as committee to review data and summarize important strengths and weaknesses of dean and prepare for meeting with provost.

January 27-March 16, 2018: Meet with provost 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 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 college.
4. Feedback about potential plans/suggestions for FPA.

By April 16, 2018: Receive ARD section from provost. Chair of CERC should respond that they have received the ARD section.

By April 26, 2018: Determine whether ARD section appropriately reflects the views of the committee. If it does not, craft response letter that will be sent to the provost and included in the Archival file.