

**Faculty and Staff Evaluation of Administrators (FSEA)  
Frequently Asked Questions  
Fall 2017**

**1. Who is being evaluated?**

This is a review of the Provost, Academic Deans, and Academic Department Chairs only. Individuals who have held these positions continuously for at least one academic year (including those in Interim or Acting positions) will be reviewed.

**2. Who is eligible to evaluate department chairs and deans?**

All permanent, full-time faculty and staff may evaluate their Department Chair, their Dean, and the Provost. A faculty member with a joint appointment may evaluate more than one dean and/or department chair as appropriate.

**3. Are my responses anonymous?**

They are anonymous to all KSU employees. The responses are confidential, but not completely anonymous. To assure the confidentiality of respondents, the Administrative Review data will be collected and compiled by an independent contractor or vendor not associated with KSU. Evaluation participants will only be known to the contractor handling the evaluation, and the responses are immediately disconnected from any particular participant. Data from the Administrative Review evaluation will be compiled by question with quantitative questions compiled using frequencies of each response, and qualitative questions compiled by randomly sorting responses and then reporting all responses verbatim. Because all written responses will be reported verbatim, comments should be phrased such that they are not attributable to a particular faculty or staff member. State employee personnel files, including administrative reviews and associated documents, are also subject to Georgia's Open Records Act. All review information, including written comments, is subject to disclosure under the Act.

**4. Who administers the FSEA?**

The FSEA process at KSU is governed by the FSEA Committee, which consists of Faculty and Staff Senate representatives, members of the Deans Council and Chairs Council, and is under the guidance of the Provost. This Committee solicits and reviews recommended changes to the FSEA. The FSEA Committee Chair, Andrew L. Pieper ([apieper1@kennesaw.edu](mailto:apieper1@kennesaw.edu)) is appointed by the Faculty Senate Executive Committee, and works to keep the process sufficiently transparent while still keeping specific review data confidential. He works in consultation the Provost to facilitate the FSEA. Anyone with questions about the FSEA should contact Andrew with questions.

## **5. Who is conducting the online administrative review process?**

Lexicon and Line was selected in 2015 to conduct this survey process through the State of Georgia's competitive bidding process.

Information on Lexicon and Line is available <http://www.lexiconandline.com>

## **6. How can I complete the evaluation for the Provost [or other administrator] when I don't know what their job entails?**

The faculty/staff evaluation of administrators is intended to allow faculty and staff input about administrator performance in areas in which they have knowledge. This evaluation is but one component of a larger administrative review process. You should provide input on topics about which you have knowledge of the administrator's performance. If you feel you are unable to evaluate in a particular area, you should choose the "Insufficient Observation" response to that particular question.

## **7. Why are only the Provost, deans of colleges, and academic department chairs/school directors being evaluated (and not other academic administrators such as Assistant and Associate Deans and Chairs, as well as other administrators reporting to the Provost)?**

The Provost and faculty and staff leadership recognize the importance of faculty/staff evaluation of all administrators. In 2014, a question was added where reviewers can assess, generally, the performance of administrators that serve under the supervision of the Provost/Dean/Chair.

## **8. How do I know that my input will be taken into consideration?**

The administrative review is just one dimension of KSU's approach to reflective leadership. Supervisors will work with administrators reviewed to ensure that evaluative feedback leads to substantive positive change. You will be able to view evaluation data, observe how your elected representatives synthesized the reviews, and see the administrator's review that addresses the evaluations by contacting the Associate Director of Museums, Archives, & Rare Books.

## **9. I don't feel that my DFC/CFC reflects the shared understandings within our department/college, and the review committee will be drawn from that group! Can we create an alternative process?**

Currently there are no alternative models for the review bodies. It is incumbent upon the faculty to elect council and senate members who they feel to be representative of the department or college.

## **10. One of the questions in the survey refers to the KSU Strategic Plan. Where can I find information about KSU's Strategic Plan?**

KSU's 2012---2017 Strategic Plan is available at:

[http://president.kennesaw.edu/docs/strategic\\_plan.pdf](http://president.kennesaw.edu/docs/strategic_plan.pdf)

**11. How do I access copies of the Administrative Review data at the University Archives?**

The University Archives are in a secured location (LB 218) and are open 9-5 Monday through Friday, *by appointment only*. Faculty and staff may contact the Associate Director of Museums, Archives & Rare Books for an appointment. Faculty and staff may be asked to show identification but will not be required to register.

**12. Why isn't my chair or dean being reviewed?**

The FSEA guidelines indicate that only administrators who have been in their positions for at least one year are evaluated. This means that first year chairs and deans are not reviewed.