

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

**Fall 2020-Spring 2021**

**By no later than August, 31, 2020**

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

Ron Matson (Associate Vice President for Faculty) asks Chairs and Deans to ensure that their DFC/CFC Chairs are elected by September 11, 2020. These individuals should forward their names and titles and contact information to Academic Affairs by September 12, 2020.

**By no later than September 4, 2020**

Ron Matson 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.

**September 14, 2020**

All DFC/CFC Chair names and contact information shall be sent to Ron Matson

**By no later than September 27, 2020**

Ron Matson emails all relevant 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) eligible to review, and a copy of this timeline.

Andy Pieper emails eligible DFC/CFC Chairs requesting that each body creates an Evaluation Review Committee, including a chair of the Evaluation Review Committee, by October 11, 2020.

**By no later than October 12, 2020**

Chairs/Deans shall 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 12, 2020**

Andy Pieper submits draft of Provost Schwaig's October 26, 2020, email to Provost Schwaig and Angie Conti.

### **By October 12, 2020**

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 16, 2020**

The Chairs of eligible DFCs and CFCs and the FSEC President must email 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.

### **Week of October 26, 2020**

Provost Schwaig will announce the FSEA survey opening and closing dates (11/2/20-11/13/20) as well as a specific timeline and deadlines for the completion of steps in the process.

### **November 2-November 13, 2020**

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

### **November 11, 2020**

Andy Pieper sends final email to faculty and staff via Faculty and Staff Senate Presidents encouraging reviewers to complete survey by November 13, 2020.

### **November 18, 2020**

Andy Pieper sends an email to the eligible 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 2021 term.

### **During December 2020**

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.

**December 7, 2020**

Andy Pieper sends emails *to the President, Deans, Department Chairs and Evaluation Review Committees* announcing data will be distributed on December 16, 2020.

**December 16, 2020**

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 11, 2021**

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

**By January 31, 2021**

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

**January 29-March 12, 2021**

Timeframe for conducting review meetings between Supervisor and Evaluation Review Committees. Earlier meetings are preferred to allow Supervisors time to complete all meetings.

**February 3, 2021**

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 15, 2021**.

**By March 15, 2021**

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.

**By March 15, 2021**

Supervisor prepares and completes 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 March 19, 2021**

The section of the APR addressing 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.

**March 29, 2021**

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 March 29, 2021**) of receiving Administrative Review section of APR from Supervisor.

**By April 30, 2021**

All Deans/Supervisors shall supply a hardcopy (not electronic) of the compiled data reports, all qualitative comments, the related section of the Annual Performance Review, and responses from the Review Committee and/or Administrator (if any) under their purview to the Office of the Provost (attention to Angie Conti).

**By May 6, 2021**

One hardcopy (not electronic) of the compiled data reports, all qualitative comments, 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 May 6, 2021**. The Provost will notify campus when the records have been transferred to the Archives, whereupon the records will be available for review by making an appointment with the Director of Museums, Archives & Rare Books. Faculty and staff may be asked to show identification; however, the information will not be recorded nor will they 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 10, 2021**

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.