

DATE: November 19, 2015

TO: Jacqueline Huntoon
Provost & VP for Academic Affairs

FROM: Brian Barkdoll
Senate President

SUBJECT: Senate Proposal 8-16

COPIES: Glenn D. Mroz, President
Dale R. Tahtinen, Secretary of the Board of Trustees

At its meeting on November 18, 2015, the University Senate approved Proposal 8-16, "Amending Senate Procedure 507.1.1, Procedure to Enhance Confidentiality and Anonymity in Department Chairs/School Deans Review Surveys and Balloting". The Senate looks forward to approval of this proposal by the administration. Please keep me informed about the decision of the administration on this proposal and feel free to contact me if you have any questions.

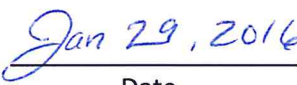
Response from the Administration to Senate proposal 8-16:

The administration is asking that "requiring the use of the Senate" be changed to "recommending the use of the Senate." We also recommend making the suggested editorial changes which can be seen on the attached proposal.

DISAPPROVED:



Jacqueline E. Huntoon, Provost & VP for Academic Affairs



Date

DISAPPROVED:



Glenn D. Mroz, President



Date

The University Senate of Michigan Technological University

Proposal 8-16

(Voting Units: Full Senate)

“Amending Senate Procedure 507.1.1, Procedure to Enhance Confidentiality and Anonymity in Department Chairs/School Deans Review Surveys and Balloting”

Proposal

The Senate proposes making the following changes to Senate Procedure 507.1.1, Procedure to Enhance Confidentiality and Anonymity in Department Chairs/School Deans Review Surveys and Balloting:

1. Editorial changes to improve the language of the procedure; and
2. Modifying the text on the confidentiality of the survey and the balloting process to enhance its integrity. The edited text reads as:

“Several electronic survey and balloting tools are available. Since the intent of this procedure is to improve the process, no particular tool is recommended. Hence, the University Senate’s Administrative Policy Committee should select the best available tool with the advice of experts in Michigan Tech’s information services. All efforts should be made to ensure the anonymity of the respondents. For example, the tools shall not record the computer identity (name, MAC address, IP address, etc.) of the respondents.

~~Several survey tools are available; however, since the intent of this procedure is to improve the process, no particular survey tool is recommended. Hence, the University Senate’s Administrative Policy Committee should select the best available survey tool with the advice of experts in Michigan Tech’s information services. All efforts should be made to ensure the anonymity of the respondents. For example, the survey shall not record the computer identity (name, MAC address, IP address, etc.) of the respondents.”~~

Commented [H1]: This has been changed to match (exactly) the first paragraph on the next page.

Appendix

The University Senate of Michigan Technological University

Procedure to Enhance Confidentiality and Anonymity in Department Chairs/School Deans Review Surveys and Balloting

Senate Procedures 507.1.1

I. Background

This procedure formalizes ~~the steps for the recommendations for conducting of~~ survey and reappointment ballots during a department chair/school dean review ~~process~~. The procedure is designed to enhance the security, confidentiality, and anonymity of the review process.

The procedure ~~requires the recommends that a~~ unit's review committee ~~to~~ give its survey instruments and its list of constituents (in electronic form) to the University Senate's administrative assistant, who will then use a secure, online ~~survey~~-tool to conduct the constituent survey and an electronic ballot for the unit, and then deliver the results back to the review committee.

Commented [H2]: This has been changed to make it a recommendation rather than a requirement because a unit may choose not to ask the Senate for assistance. With this wording the Senate is offering assistance to units, rather than requiring compliance.

Several electronic survey tools are available; ~~however, since~~ ~~Because~~ the intent of this procedure is to improve the process, no particular ~~survey~~-tool is recommended. Hence, the University Senate's Administrative Policy Committee should select the best available ~~survey~~-tool with the advice of experts in Michigan Tech's information services. All efforts should be made to ensure the anonymity of the respondents. For example, the ~~survey-tool~~ shall not record the computer identity (name, MAC address, IP address, etc.) of the respondents.

II. Procedure for Survey Instrument Conducted with Senate Assistance

1. The unit chair/dean review committee will design the survey instrument and prepares the unit constituents' email address list in electronic form. If faculty and staff are to be ~~counted-surveyed~~ separately then two lists, one for the faculty and another for the staff, must be submitted. The unit review committee will also submit the email list of all the members of the unit review committee, identifying its chair and the external member. The survey instruments for faculty and staff can be different (Senate Procedure 506.1.1).

2. The unit chair/dean review committee will submit the constituent email list and survey instrument to the Senate administrative assistant at least ten working days before the conduct of the survey.

3. The Senate administrative assistant will ~~design the~~ prepare an electronic survey instrument following the design intent of the unit's review committee. Comments for ~~each~~ questions will be ~~separated-collected separately from the sealed Likert-scale responses and stored in a bin for that question.~~

4. Within five working days from the submission date, the Senate administrative assistant will send a copy of the survey instrument to all members of the unit's chair/dean review committee for final approval. The chair of the unit's review committee will inform the Senate administrative assistant of any changes to the survey instrument and will specify the start date for the survey.

5. On the specified start date, ~~The~~ the Senate administrative assistant will send eligible constituents an email message with a link to the online survey, and the survey will remain open for five working days.

6. The Senate administrative assistant will send the results of the survey to the chair of the unit's chair/dean review committee and the external member of the committee. ~~These~~ two members will ~~inform-acknowledge to~~ the Senate administrative assistant ~~of the~~ receipt of the results, after which the administrative assistant will purge all responses from the online survey tool within five working days. The Senate administrative assistant will update the survey instrument posted on the Senate website for future use by the Michigan Tech community.

III. Procedure for the Reappointment Ballot Conducted with Senate Assistance

1. The chair of the unit's chair/dean review committee will notify the Senate administrative assistant to conduct the ballot for reappointment via ~~the~~an online survey tool.
2. The Senate administrative assistant will conduct the ballot within two working days of the notification. The balloting will remain open for five working days.
3. As per Senate Procedure 506.1.1, the ballot will read as follows:
(Name of department chair/school dean) should be reappointed or continue as the chair of the department/school:
Yes — No — Abstain —
4. The ~~senate~~Senate administrative assistant will email the results to the chair of the unit's chair/dean review committee and the external member of the committee within two working days ~~from~~of the conclusion of the survey. The chair of the chair/dean review committee will ~~inform~~acknowledge to the senate administrative assistant ~~of~~ receipt of the results, after which the administrative assistant will purge all responses from the online survey tool within five working days. The results should record the number of electronic ballots sent out, the number of votes received, and the breakdown of the number of votes received (Yes, No, and Abstain).

Commented [H3]: Question and comment – Should staff and faculty results be tabulated separately? Are there any worries about the fact that if everyone votes one way, then it will be clear how everyone voted? This might not be so important to tenured faculty, but it might be a concern for staff and untenured faculty.

IV. Entry Page of Survey/Ballot

The entry page for the survey/ballot should read as follows:

“This survey/ballot is being conducted by the University Senate on behalf of [department/school name] in review of ~~Professor~~[administrator name, administrator title]. No identifying information (computer name, user name, computer IP or MAC addresses, etc.) is stored. All comments are stored in a common bin; hence, no pattern can be discerned from your responses. At the end of survey/ballot, the results will be sent to the ~~unit chair and external member of the~~ [chair/dean] review committee of your [department/school], and all survey records will be purged.”

[Insertion of any additional information requested by the unit review committee may follow.]