

## EVALUATION PROCEDURE FOR THE PRESIDENT

[\(Proposal 42-04\)](#)

[\(Proposal 20-08\)](#)

[\(Proposal 11-16\)](#)

### Senate Procedures 503.1.1

Regular evaluation of the President of Michigan Technological University by the faculty and staff can serve as the basis for open communication, healthy exchange of information, and a shared responsibility for the University's direction. This procedure allows for evaluation via a survey available to all Michigan Tech's regular full time and part-time non-student employees.

#### 1. Evaluation Frequency and Format

The President will be evaluated every year.

The evaluation will be conducted using a web-based survey platform that will permit reasonable anonymity and confidentiality of the respondents' identities to remain confidential to the maximum extent possible. For example, the survey shall not record the computer identity (name, MAC address, IP address, etc.). The Senate Administrative Policy Committee (APC) will consult with IT Services in the selection of the appropriate survey platform. The survey will only be made available once to eligible respondents. Respondents will have the choice of requesting a paper copy of the survey from the Senate Office.

The survey will include the official position description of the President, and a statement provided by the President detailing the current goals, achievements, and resource constraints associated with his or her work. Furthermore, the President may provide a URL to appear on the survey that can provide Information (reports, additional web pages) relevant to evaluating his/her work over the past year.

The questionnaire section will contain close ended scale-based questions. Prompts and spaces for comments will also be provided.

The APC should aim to use a core set of questions every year, in order to allow for year-to-year comparisons. Additional questions may be considered for inclusion in any year. Suggestions for additional or alternate questions may be made to the APC, by the President, senators, Senate constituents, or other stakeholders, but decisions about the inclusion and wording of questions is the responsibility of the APC.

The goal of this evaluation is to provide feedback to the President regarding his or her effectiveness and the effectiveness of his or her executive team. It is not intended to provide direct evaluations of the performance of specific or named members of the executive team.

A sample questionnaire can be obtained from the Senate Office.

#### 2. Evaluation Procedures

The evaluation will be conducted during the spring semester and will be supervised by the APC. The APC will seek the advice of experts when designing the instrument and conducting the survey. The APC will prepare the survey instrument in the preceding fall semester.

In the fall semester, the APC will request from the President a current position description and a statement (see Section I) to be submitted by the beginning of the spring semester.

The surveys will be distributed to respondents by the fifth week of spring semester, and will be open for response for approximately four weeks.

The survey will collect the employment status of the respondents, (eg: faculty, professional staff, union staff, etc.).

The committee will use standard practices for data analysis and presentation. A summary of the descriptive results (frequencies and mean scores) and comments will be made in an oral report to the Senate by the end of spring semester. The committee will also prepare a written report. A draft of the written report will be given to the President and he/she will be invited to submit a brief statement in response. The written report and the response from the President will be posted on the Senate website by the end of spring semester and it will remain on the website at least until the end of the next academic year. One copy of the report will be filed in the Senate office, and one copy will be forwarded to the Board of Trustees.

#### Appendix: Sample questionnaire

President's Job description

(as appears at <http://www.mtu.edu/bot/governance/policies/chapter2/sections/2.01-2.05.html#pres>)

Statement from the President

Questions asking for comments

Questions asking for scaled responses

#### **Proposal 42-04:**

**Adopted by Senate: 21 April 2004**

**Approved by President: 28 April 2004**

#### **Proposal 20-08:**

**Introduced to Senate: 19 March 2008**

**Adopted by Senate: 2 April 2008**

**Revisions requested by Provost: 30 October 2008**

**Revised and Reintroduced to Senate: 12 November 2008**

**Revised Version Adopted by Senate: 3 December 2008**

**Revised Version Approved by Administration: 21 February 2009**

**September 2015: Name changed from Board of Control to Board of Trustees**

#### **Proposal 11-16:**

**Introduced to Senate: 20 January 2016**

**Amended at Senate Meeting in red: 03 February 2016**

**Approved by Senate: 03 February 2016**

**Word-smith in blue: 09 February 2016**

**Admin response editorial changes in yellow: 22 April 2016**

**Sent back to committee by Senate: 07 September 2016**

**Senate approved the administration's editorial changes: 05 October 2016**

**Senate rejected the substantive change submitted as editorial by admin: 05 October 2016**

**Senate offered amendment in green to proposal of admin's substantive change: 05 October 2016**

**Editorial changes in purple: 12 October 2016**  
**Approved by Administration: 20 December 2016**