

The Senate of Michigan Technological University

Superseded

PROPOSAL 2-89

PROPOSAL TO ESTABLISH A FORMAL EVALUATION PROCEDURE FOR THE MTU ADMINISTRATION

The commission will gather information from all pertinent sources. One source will be the self-evaluations by the persons being evaluated. The President and the Vice-Presidents will be asked to document their performance and accomplishments. These self-evaluations may include among other points a summary of expectations or objectives held at the beginning of the evaluation period and statements about the degree to which the expectations were realized or the objectives accomplished. Factors which altered expectations and objectives, the mechanisms used to redefine objectives, and the degree to which the redefined objectives were attained may also be included. Statements about major areas of institutional concern for the next evaluation period, changes which might be needed to address these concerns, and objectives to be achieved are also appropriate to be addressed in the self-evaluations.

The commission will seek information from faculty and other constituencies by asking each person to complete an evaluation form. Examples of evaluation forms which have been used at other institutions are given in Appendix B (*Not included in the Senate record*). The commission will develop an appropriate evaluation form based on the ideas expressed by Nason (Chapter 8). The commission must obtain a broadly representative sample of opinions from faculty and academic services personnel. All persons who will be able to give an informed and objective response about the performance of those being evaluation should be solicited. The evaluation form must be constructed carefully. As Nason points out, there should be no more questions than necessary to provide the information needed. Ambiguous and loaded questions should be avoided. The commission may seek advice from consultants and test the evaluation form before it is used.

The commission may also conduct interviews or request information in whatever format befits the nature and sensitivity of the issues being considered.

The evaluation should begin in September with the selection of the commission members and the submission of the self-evaluations by the persons being evaluated. All information from the faculty and other respondents and all interviews and inquiries should be completed by mid-December. After the final report is prepared, the commission should give the persons being evaluated an opportunity to add a separate response to the report. The commission report and recommendations, including any responses, should be submitted to the Senate and to the Board of Control by mid-March.

Frequency of Evaluation

The evaluation will begin at the end of the second full academic year for each new presidential administration. Evaluations thereafter will be performed at three-year intervals, or more often if deemed necessary by the MTU Senate.

Appendices (*Not included in the Senate Records*)

Examples of procedures and questionnaires taken from Presidential Assessment by Nason

A. Procedures

B. Evaluation Forms

Adopted by Senate: 19 September 1990

Administrative Approval: No

See Proposal 22-94 for evaluation of upper level administrators except President

See Proposal 42-04 for evaluation of President