

DATE: October 26, 2016

TO: Jacqueline E. Huntoon
Provost & VP for Academic Affairs

FROM: Martin J. Thompson
Senate President

SUBJECT: Senate Proposal 11-16 amended

COPIES: Glenn D. Mroz, President
Roberta M. Dessellier, Secretary of the Board of Trustees

At its meeting on October 19, 2016, the University Senate approved the amendments offered by the administration and offered an additional amendment to Proposal 11-16, "Amending Senate Procedure 503.1.1: Evaluation Procedure for the President". 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.

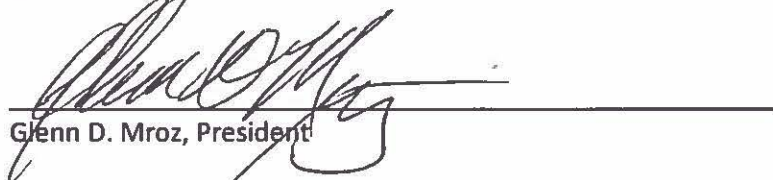
APPROVED:


Jacqueline E. Huntoon, Provost & VP for Academic Affairs

Dec. 16, 2016

Date

APPROVED:


Glenn D. Mroz, President

12/16/16
Date

The University Senate of Michigan Technological University

Proposal 11-16
(amended 02-03-16)
(wordsmith 02-09-16)
(admin response 04-22-16)
(amended 10-05-16)
(Voting Units: Full Senate)

“Amending Senate Procedure 503.1.1, Evaluation Procedure for the President”

PDF version of **Proposal 11-16**

Proposal

It is proposed to make the following changes to Senate Procedure 503.1.1, EVALUATION PROCEDURE FOR THE PRESIDENT

1. Editorial changes to improve the language of the procedure
2. The Evaluation covers the President and the University executive team, and is not intended to provide direct evaluation of named members of the executive team.
3. Specific wording **has been added** that describes how the President can provide information to allow respondents to evaluate effectiveness **of the University leadership**.
4. The length of time when the survey remains open is extended to **approximately** four weeks from two weeks.
5. The employment status of the respondents will be recorded for the statistical analysis.
6. To enhance the integrity of the survey, and **maintain the** security and privacy of the respondents ~~the~~, the APC will consult with IT **Services** on the choice **of the** best on-line survey platform.
7. In order to improve the quality of the survey, the Senate Administrative Policy Committee, **when appropriate**, will seek the advice of experts in **designing** of the instrument and **conducting** of the survey.

8. Remove the following text from the procedure: “Senate recognizes that represented staff are not part of the Senate constituency (which comprises faculty and professional staff) so the inclusion of represented staff in the evaluation of the President will be subject to the approval and agreement of their representatives.”

APPENDIX

The University Senate of Michigan Technological University

EVALUATION PROCEDURE FOR THE PRESIDENT

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 encourages 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, to provide input and feedback to the President of the university. Senate recognizes that represented staff are not part of the Senate constituency (which comprises faculty and professional staff) so the inclusion of represented staff in the evaluation of the President will be subject to the approval and agreement of their representatives.

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 is will only be made available once to eligible respondents, once per respondent. Respondents will have a the choice of requesting for a paper copy of the survey from the Senate Office

To allow respondents to better evaluate the President against job objectives, 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 the President's his/her work over the past year.

The questionnaire section will contain closed ended scale-based questions. measuring employee satisfaction and evaluation of the President and Prompts and spaces for a comments section will also be provided.

The committee designing the evaluation APC should aim to use a core set of questions every year, in order to provide better allow for year-by to -year comparisons on specific dimensions. Additional questions may be considered for inclusion in any year. Suggestions for additional questions can be put forward may be considered for inclusion in particular years by the committee on suggestion from to by the APC, by the President or the respondents.

The goal of this evaluation is to evaluate the effectiveness of provide feedback to the President regarding his or her effectiveness and the effectiveness and of his or her executive team, but It is not intended to provide direct evaluations about 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 Senate Administrative Policy Committee. The APC Senate Administrative Policy Committee, when appropriate, will seek the advice of experts in when designing of the instrument and conducting of the survey. The committee APC will prepare the survey instrument in the preceding fall semester.

In the fall semester, the committee APC will request from the President a current position description and a statement (see Section 1) 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, rep 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 for 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 <https://www.mtu.edu/president/>)
<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

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

The University Senate of Michigan Technological University

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(Voting Units: Full Senate)

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4. The length of time when the survey remains open is extended to **approximately** four weeks from two weeks.
5. The employment status of the respondents will be recorded for statistical analysis.
6. To enhance the integrity of the survey, and maintain the security and privacy of the respondents the APC will consult with IT Services on the choice of the best on-line survey platform.
7. In order to improve the quality of the survey, the Senate Administrative Policy Committee, when appropriate will seek the advice of experts in designing the instrument and conducting the survey.

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regular full time and part-time non-student employees, to provide input and feedback to the President of the university. Senate recognizes that represented staff are not part of the Senate constituency (which comprises faculty and professional staff) so the inclusion of represented staff in the evaluation of the President will be subject to the approval and agreement of their representatives.

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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 closed ended scale-based questions. Prompts and spaces for comments will also be provided.

The APC should aim to use a core of questions every year, in order to allow for year-to-year comparisons. Suggestions for additional questions may be to the APC by the President or the respondents.

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

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Questions asking for scaled responses