

DATE: February 4, 2016

TO: Jacqueline Huntoon
Provost & VP for Academic Affairs

FROM: Brian Barkdoll
Senate President

SUBJECT: Senate Proposal 11-16

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

At its meeting on February 3, 2016, the University Senate approved 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.

This proposal is approved pending acceptance of editorial changes as noted in the attached document.

APPROVED:


Jacqueline E. Huntoon, Provost & VP for Academic Affairs

April 21, 2016
Date

APPROVED:


Glenn D. Mroz, President

4/22/16
Date

The University Senate of Michigan Technological University

Proposal 11-16 (amended 02-03-16)
(suggested revisions 02-08-16)

(Voting Units: Full Senate)

"Amending Senate Procedure 503.1.1,

EVALUATION PROCEDURE FOR THE PRESIDENT"

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 that describes how the President can provide information to allow respondents to evaluate effectiveness.
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 security and privacy of the respondents the, the APC will consult with IT services on the choice 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.

Commented [JEH1]: This seems incomplete.

Commented [JEH2]: Needs a bit of editing.

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 encourages 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, ~~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.~~

Commented [JEH3]: I believe University should be capitalized whenever it refers to Michigan Tech specifically.

Commented [H4]: It would be best to delete the text that follows "employees" in this paragraph because the remainder seems to suggest that the Senate might need to enter into negotiations with union staff outside of the normal bargaining process – which would not be appropriate.

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 confidentiality of the respondents. The ~~APC: Senate Administrative Policy Committee (APC)~~ will consult with IT ~~S~~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.

Commented [H5]: "reasonable confidentiality" is a fairly vague term. Would it be accurate to restate as, "that will permit respondents' identities to remain confidential to the maximum extent possible."

Commented [H6]: Define acronym here as it is the first appearance.

Commented [JEH7]: Capitalize "office?"

Commented [JEH8]: Removed because this is not needed.

~~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~~ 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 or her work over the past year.

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

Commented [JEH9]: By taking this out, it gives the Senate flexibility to do what is needed each year.

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

Commented [JEH10]: Would this be the APC or an ad-hoc committee? Should that be clarified?

Commented [JEH11]: Again, is this the APC?

The goal of this evaluation is to ~~evaluate~~ provide feedback to the President regarding his or her ~~the~~ effectiveness of the president and the effectiveness of his or her executive team. ~~It, but~~ 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~~ office.

Commented [H12]: This was not capitalized above.

2. Evaluation Procedures

The evaluation will be conducted during the spring semester and will be supervised by the ~~Senate Administrative Policy Committee~~ APC. The ~~Senate Administrative Policy Committee~~ APC, 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.

Commented [H13]: Use acronym here (APC) if defined above.

Commented [H14]: Acronym?

In the fall semester, the committee 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, ~~(e.g., faculty, staff, rep union staff, etc.)~~.

Commented [H15]: "union" instead of "represented" is preferred here to reduce any potential confusion that might arise because some staff are "represented" by the Senate and some are represented by a union. Using union here will reduce the ambiguity.

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

<http://www.mtu.edu/bot/governance/policies/chapter2/sections/2.01-2.05.html#pres>) <https://www.mtu.edu/president/>)

Statement from the President

Questions asking for comments

Questions asking for scaled responses

Formatted: Indent: Left: 0", First line: 0.06"