NKU Administrator Evaluation and Reporting Parameters

Evaluation Parameters

1. The evaluation will be conducted in or around the first fourteen days of February. The Faculty Senate President will coordinate the administration of the evaluation.

2. All faculty (tenured, tenure track, and full-time non-tenure track) are eligible to participate in the evaluation. Part-time non-tenure track faculty are not eligible to participate in the evaluation of any administrator.

3. The President, Vice Presidents, Deans, and other administrators as determined by the Faculty Senate Executive Committee will be evaluated every year.

4. Deans will be evaluated by faculty from within their college but not by faculty from other colleges.

5. All eligible faculty will be given the opportunity to evaluate the Provost and the President.

6. Chairs will be evaluated every year by faculty in their respective departments. The evaluation and reporting parameters will be determined within the colleges. The college will determine the eligibility of faculty with joint appointments to participate in the evaluation of the Chair.

7. Faculty will only evaluate an administrator once in an evaluation cycle—i.e., the system will block faculty who attempt to evaluate the same administrator several times. Faculty will have the flexibility to evaluate different administrators at different times within the evaluation period.

8. Links to the electronic evaluation will be located on the Faculty Senate website.

Reporting Parameters

1. Final reports are downloadable files and will remain available electronically for approximately one year. The Faculty Senate President will download the evaluations every year.

2. The Faculty Senate Executive Committee will receive copies of the evaluation. The Faculty Senate President, in consultation with the Faculty Senate Executive Committee, will redact all evaluations to remove faculty identifiers, inflammatory and irrelevant

comments, and content that is considered a breach of the personal privacy of a faculty member or an administrator.

3. Administrators will be provided access to the redacted evaluations following the conclusion of the survey period. Administrators will have the opportunity to send a written response to the Faculty Senate President within fourteen days after receiving the redacted evaluations. As a courtesy, written responses received from administrators after the fourteen-day period will be accepted. Responses received from the administrators will be attached to the redacted evaluations in hard copy.

4. After the fourteen-day response period, the Faculty Senate President will deliver the redacted evaluations to the supervisor of each administrator who was evaluated. Generally, the Provost will receive the evaluations of all Deans and other administrators in the Academic Affairs Council. The President will receive the evaluations of all Vice Presidents and other administrators in the President's Cabinet.

5. In addition, the Faculty Senate President will deliver a hard copy of the President's evaluation to the Chairman of the Board of Regents.

6. The Faculty Senate Office will store and maintain the hard copies of the redacted evaluations and the attached responses. Faculty will be able to review the hard copies of the redacted evaluations in the Faculty Senate Office. The identities of faculty members who review such hard copies shall not be recorded.