

**Communications Committee Substitute Motion:  
Administrator Appraisal Program**

Whereas: The BFA Communications Committee believes the lack of constructive feedback, the low response rates and the poor public image of University and faculty associated with the present Administrator Appraisal Program call for a more effective and productive format;

Whereas: The Committee has brought together faculty experts in research methods and workplace evaluation in order to create a constructive process of in-depth, performance-based feedback with major influence on administrators' actions and personnel decisions;

Whereas: The AAP Committee would like responses from the entire faculty on a yearly basis in regard to their satisfaction with specific issues and structural conditions at the University;

Be It Moved That:

The Boulder Faculty Assembly endorse the following proposal from the Communications Committee (formerly the Administrator Appraisal Committee), to adopt an evolving and modified process for conducting the appraisal surveys. The process would consist of two parts:

- 1) A Satisfaction Survey designed for yearly response from all faculty to specific issues as well as structural conditions and policies at the University. (These will be non-personnel issues to separate them from the evaluation of individual administrators described below). Results will be published to all faculty, from whom the Committee will also solicit questions every year.
- 2) An in-depth, performance-based set of questions, which would allow for responsible input into the Reappointment process of individual administrators, will be given to all his/her faculty constituents. This process will occur in coordination with the Review and Reappointment of all Deans, all Vice Chancellors, the Chancellor and the President, in order to provide incentive for faculty to respond and thereby have influence in these critical personnel decisions. A probability sample of all of these constituents will be especially targeted for data collection to increase the validity of the results. In addition, letters of review will be solicited and accepted from interested parties, and in particular from people the committee feels are well acquainted with the Dean's work.

A report assessing major areas of the administrator's performance in terms of "Needs Improvement, Meets Expectations, and Surpasses Expectations" will be issued to the faculty. To assure a sense of accountability to the faculty while preserving the confidentiality appropriate to a personnel action, in addition to the report a data summary of survey results will be discussed with the BFA Executive Committee in a special Executive Session. The report and data summary will become part of the personnel decision as well as the administrator's permanent file. (See yesterday's email for complete details and survey.)

The AAP subcommittee will be responsible to the BFA. It will be composed of 8 faculty (2 BFA representatives--one of whom will chair the AAP subcommittee--3 A&S and 3 non-A&S representatives); an ex officio member from Planning, Budget and Analysis; and two representatives from the administration, who will be elected by the BFA from a slate of four provided by the administration. The Chair of the AAP Committee, in collaboration with the VCAA, will be responsible for providing summary reports of the findings for the faculty and for the personnel file. In the spirit of shared governance, the Chair and VCAA (or appropriate authority) will also be charged with keeping the faculty and administration fully informed and ensuring the openness and fairness of the evolving process. The Chair will report the findings of the Committee to the BFA Executive Committee and the Boulder Faculty Assembly.

Notice of Motion to the BFA Executive Committee: January 31, 2000  
From Committee: Communications  
Revised Motion presented to the BFA: May 4, 2000  
Approved by the BFA: May 4, 2000