The College at BROCKPORT
State University of New York

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senate@brockport.edu
brockport.edu/collegesenate

Resolution 2017-18 #47EC
College Senate

Supersedes Res #: _____

TO: Dr. Heidi Macpherson, College President

FROM: The College Senate:

RE: → I. Formal Resolution *(Act of Determination)*
II. Recommendation *(Urging the Fitness of)*
III. Other, For Your Information *(Notice, Request, Report, etc.)*

RECEIVED
MAY 10 2018
The College at Brockport
Office of the President

SUBJ: ***Evaluation of Campus Administrators*** *(#72_17-18EC)*

Implementation Effective Date**: 8/20/18

Signed: _____ Date: 4/18/18
(Sandeep Singh, 2017-18 College Senate President)

Signed: _____ Date: 4/18/18
(Dr. Eileen Daniel, Vice Provost, The College at Brockport)

****Implementation of resolution requires final approval from SUNY- State Education Department.** ___YES ___NO

Please fill out the bottom portion and follow the distribution instructions at the end of this page.

TO: Dr. Sandeep Singh, College Senate President

FROM: Dr. Heidi Macpherson, College President

RE: → I. Decision and Action Taken on Formal Resolution (circle choice)
a. Accepted
b. Deferred for discussion with the Faculty Senate on ____/____/____
c. Unacceptable for the reasons contained in the attached explanation.
d. Comments:

Signed: _____ Date: 5/15/18
(Dr. Heidi Macpherson, President, The College at Brockport)

DISTRIBUTION:
The College Senate will forward the resolution signed by the College Senate President to the Vice Provost for determination as to whether the implementation of the resolution requires final approval from SUNY-State Education Dept. The Vice Provost will then forward the resolution with that designation to the College President. Upon approval, the College President will forward copies of resolutions to his/her staff who will, in turn, forward copies to their staff and to the College Senate. The College Senate Office will post resolutions to the College Senate Web at http://www.brockport.edu/collegesenate/resolutions.

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COLLEGE SENATE OFFICE RESOLUTION PROPOSAL COVER PAGE

DEADLINE FOR SUBMISSIONS: JANUARY 31

Incomplete proposals will be returned and proposals received after the deadline may not be reviewed until next semester.

Routing Number *Routing # assigned by Senate Office 2017-2018*	72_17-18EC *Use routing number and title in all reference to this proposal.*
This Proposal Replaces Resolution	**#01_2016-2017**

INSTRUCTIONS

- Use committee guidelines available at brockport.edu/collegesenate/proposal.html.
- Prepare ONE complete document in **Word format or PDF**: include this proposal cover page, the detailed proposal, and any relevant supporting data or documentation, including letters of support from your department chair and dean, if applicable, as well as letters of support or dissent (or evidence that such letters were sought) from all affected programs, departments, or units at the College.
- **Locate the Resolution # and date this proposal will replace at our "Approved Resolutions" page on our Web site.**
- Email completed proposal to senate@brockport.edu. (General Education Proposals and questions go to kgay@brockport.edu in the Vice Provost's Office first.)
- Make revisions on the paperwork emailed to you from the Senate office that shows the assigned routing number on top. Submit updated document to senate@brockport.edu.
- Questions? Call the Senate office at 395-2586 or the appropriate committee chairperson.

1. **PROPOSAL TITLE:** Please be somewhat descriptive, ie. *Use a course number and/or title, indicate if for GED code, etc.*

Evaluation of Campus Administrators

2. **BRIEF DESCRIPTION OF PROPOSAL:**

Updates Resolution #01_2016-2017

3. **WILL ADDITIONAL RESOURCES AFFECTING BUDGET BE NEEDED? __X__ NO ___ YES EXPLAIN YES**

4. **DESCRIBE ANY DATA RELATED TO STUDENT LEARNING OUTCOMES ASSESSMENT USED AS PART OF THE RATIONALE FOR THE REQUESTED SENATE ACTION.**

N/A

5. **DESCRIBE THE IMPACT, IF ANY, THAT THESE CHANGES WILL HAVE ON STUDENT ELIGIBILITY FOR THE EXCELSIOR SCHOLARSHIP.**

N/A

6. **DESCRIBE THE IMPACT, IF ANY, THAT THESE CHANGES WILL HAVE ON TRANSFER STUDENTS AND THEIR ABILITY TO TRANSFER SEAMLESSLY AS MANDATED BY SUNY POLICY.**

N/A

7. **ANTICIPATED EFFECTIVE DATE:** **August 20, 2018**

8. **SUBMISSION & REVISION DATES:** PLEASE DATE ALL REVISED DOCUMENTS TO AVOID CONFUSION.

First Submission	*Updated on*	*Updated on*	*Updated on*
3/26/2018			

9. **SUBMITTED BY: (contact person)**

Name	*Department*	*Phone*	*Email*
Logan Rath	*LITS*		*Lrath@brockport.edu*

10. **COMMITTEES: (Senate office use only)**

Standing Committee	Forwarded To	Dates Forwarded
_X_ Executive Committee	Standing Committee	
__ Enrollment Planning & Policies	Executive Committee	3/26/2018 4/9/2018
__ Faculty & Professional Staff Policies	Senate	4/16/2018
__General Education & Curriculum Policies	Passed GED's go to Vice Provost	
__ Graduate Curriculum & Policies	College President	
__ Student Policies	OTHER	
___Undergraduate Curriculum & Policies	REJECTED -WITHDRAWN	

NOTES:

EVALUATION OF CAMPUS ADMINISTRATORS
(REVISION OF RESOLUTION #19 2012-2013)

WHEREAS the College Faculty Senate in 1990 resolved to create an instrument to periodically evaluate the President of the College at Brockport, and

WHEREAS the State University of New York's University Faculty Senate's 2005 Governance Committee Report, Faculty Evaluation of Administrators, identified regularly scheduled senate-based faculty survey evaluations of administrators as "best practices," and

WHEREAS the 2012-2013 President of the Senate for the College at Brockport charged the Faculty and Professional Staff Policies Committee with creating a senate-based instrument for the periodic and regularly scheduled evaluation of senior administrators, and

WHEREAS the Faculty and Professional Staff Policies Committee used the instrument created in 2013 to complete the evaluation of the deans in the spring of 2014 and of the VPs, Vice, Associate and Assistant Provosts, and the Chief Communications Officer in the spring of 2015, and

WHEREAS the Faculty and Professional Staff Policies Committee found the 2013 instrument and procedures outlined in Resolution #19 2012-2013 to be in need of revision in both content and execution, and

WHEREAS the College President deferred Resolution #30 2015-2016 for discussion with Faculty Senate, and

WHEREAS the College Senate thus passed Resolution, #01 2016-2017

a. charging the Faculty and Professional Staff Policies Committee with developing a new instrument formatted according to national norms and in keeping with best practices to evaluate the administrators who have been in their administrative function for at least three years at the time of evaluation, and

b. denoting a three-year recurring cycle for the evaluation of Deans (2016-2017), the VPs, Vice, Associate and Assistant Provosts, and Chief Communications Officer (2017-2018), and the President (2018-2019), and

c. resolving that the Faculty and Professional Staff Policies Committee should appoint an ad hoc Evaluation Subcommittee to oversee the confidential administration, collation, and distribution of the administrator evaluations during each evaluation cycle, and

d. further resolving that said Evaluation Subcommittee should ensure that the person in charge of collating and distributing a given administrator's evaluation is not a direct subordinate of said administrator to avoid any conflicts of interest, and

e. further defining the constituency for the surveys (the survey takers) as those faculty and professional staff directly under the supervision of the relevant administrator or directly affected by the policies associated with that position, and

f. noting that the relevant constituencies shall be proposed each evaluation cycle by the Faculty & Professional Staff Policies Committee and approved by the Executive Committee, and

g. further resolving that the Faculty and Professional Staff Policies Committee shall engage a third-party administered web-based survey tool (Surveyz, by Qualtrics, for example) to execute the survey created

by the Faculty and Professional Staff Policies Committee and verify that the committee's designees shall be the only college employee to have access to the tool, and

h. further resolving that the party contracted for that purpose will ensure complete anonymity for all survey takers and confidentiality for the administrators being evaluated but will in no way contribute to or modify the survey instrument, and

i. further resolving that the results of said surveys shall be distributed only to the administrators being evaluated, their supervisors, and the President of the College Senate, and

j. finally resolving that the Senate and Faculty Staff and Policies Committee shall review, modify, and/or change the evaluation instrument before every new evaluation cycle and present any changes to the Executive Committee for approval before commencing with the new three year cycle of evaluations, and

WHEREAS the Faculty and Professional Staff Policies Committee has developed, administered, assessed, and recommended revisions to the College Senate instrument and procedures for the evaluation of senior administration at The College at Brockport, as charged, and

WHEREAS the Faculty and Professional Staff Policies Committee and the Executive Committee of the Senate found that many of the questions in the past cycle of surveys were directly aligned with outdated College and Divisional strategic plans, and

WHEREAS the Faculty and Professional Staff Policies Committee and the Executive Committee of the Senate have found that best practices include recurrent questions that can be tracked over time, with alignment and accountability to the College's changing strategic plans, and with transformative and transferable results for administrators, and

WHEREAS the administrative structure of The College at Brockport has been revised so that the schedule and scope of administrative review denoted in past resolutions no longer correspond to administrative reality,

Therefore, to ensure the most effective evaluation of senior administrators at The College at Brockport,

BE IT RESOLVED that Resolution #30 2015-2016, cited above, be revised

a. charging the Faculty and Professional Staff Policies Committee with developing a revised instrument formatted according to best practices to evaluate the administrators who have been in their administrative function for at least three years at the time of evaluation, and

b. denoting a five-year recurring cycle for the evaluation of

    1. the President (2018-2019), (2023-2024)
    2. the Deans (2019-2020)
    3. the Director of Graduate Studies, the Director of International Education, the Director of Assessment and Accountability, and the Director of Library, Technology, and Information Services (2020-2021),
    4. the Vice Presidents, the Chief Communications Officer, and the Chief Diversity Officer (2021-2022),
    5. the Vice Provost, any Associate or Assistant Provosts, any Associate and Assistant Vice Presidents (2022-2023), and

c. resolving that the Faculty and Professional Staff Policies Committee should oversee the confidential administration, collation, and distribution of the administrator evaluations during each evaluation cycle, and

d. further resolving that the Faculty and Professional Staff Policies Committee should ensure that the person in charge of collating and distributing a given administrator's evaluation is not a direct subordinate of said administrator to avoid any conflicts of interest, and

e. further defining the constituency for the surveys (the survey takers) as those faculty and professional staff under the supervision of the relevant administrator, with the exception that those administrators designated for evaluation during the third year of the cycle (Directors of small offices with broad purview and interdivisional impact, b.3 above) shall be evaluated by both those they supervise and by the administrators of other units directly impacted by their leadership (including Deans, other Directors, Assistant and Associate Deans, and Department Chairs), and

f. noting that the relevant constituencies shall be proposed each evaluation cycle by the Faculty & Professional Staff Policies Committee and approved by the Executive Committee, and

g. further resolving that the Faculty and Professional Staff Policies Committee shall engage a third-party administered web-based survey tool (Qualtrics, for example) to execute the survey created by the Faculty and Professional Staff Policies Committee and verify that the committee's designees and the main administrator who has signed a confidentiality agreement, shall be the only College employees to have access to the tool, and

h. further resolving that the party contracted for that purpose will ensure complete anonymity for all survey takers and confidentiality for the administrators being evaluated but will in no way contribute to or modify the survey instrument, and

i. further resolving that the results of said surveys shall be distributed only to the administrators being evaluated, their supervisors, the President of the College, and the President of the College Senate, and

j. finally resolving that the Senate and Faculty Staff and Policies Committee shall review, modify, and/or change the evaluation instrument before every new evaluation cycle and present any changes to the Executive Committee for approval before commencing with the new five year cycle of evaluations.