



The College at  
**BROCKPORT**  
STATE UNIVERSITY OF NEW YORK

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Resolution 2021-22 #11  
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.*)

SUBJ: **Modify Senate Review of Administrators** (#41\_21-22 FP)

Implementation Effective Date\*\*: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: 3 / 7 / 22  
(Dr. James Spiller, 2021-2022 College Senate President)

Signed: \_\_\_\_\_ Date: 3 / 24 / 22  
(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. James Spiller, 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: 4/11/22  
(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>.





**COLLEGE SENATE RESOLUTION  
PROPOSAL COVER PAGE**

**DEADLINE FOR SUBMISSIONS: January 31**

**For full consideration during the academic year**

- Your proposal will be made into an ADA compliant PDF, will receive page numbering and a routing number, and will be forwarded onto the appropriate committee chair(s).

<b>Routing Number</b> <i>Routing # assigned by Senate Office</i>	<b>41_21-22FS</b>
<b>This Proposal Replaces Resolution</b>	<b>2019-2020_34</b>
<b>Revision Date(s)</b>	
<b>Anticipated Effective Date:</b>	

**Title of Proposal in Title Style**

Revision of College Senate Evaluation of College Administrators

**Brief Description of Proposal**

Describe your proposal here in ~100 words. Say exactly what it is you are trying to do in a summary format.

This resolution updates Senate Resolutions 2017-2018\_47 and 2019-20\_34, which collectively address College Senate evaluation of college administrators, by removing from the review cycle all administrators represented by United University Professions (UUP), clarifying the administrators to be evaluated, and shortening the repeating review cycle from 5 years to 4.

**Effect on Transfer Students if Applicable**

Not applicable

**Proposer Information**

Denise Copelton, on behalf of the College Senate Faculty & Professional Staff Policies Committee;  
[dcopelto@brockport.edu](mailto:dcopelto@brockport.edu); x5668

**Senate Office Use Only**

	<b>Forwarded To</b>	<b>Dates Forwarded</b>
<input type="checkbox"/> Executive Committee		
<b>Standing Committee</b>	<b>Standing Committee</b>	1/18/2022
<input type="checkbox"/> Equity, Diversity and Inclusion Committee		
<input type="checkbox"/> Engagement & Enrollment Planning & Policies	<b>Executive Committee</b>	
<input checked="" type="checkbox"/> Faculty & Professional Staff Policies	<b>Senate</b>	
<input type="checkbox"/> General Education & Curriculum Policies	<b>Passed GED's go to Vice Provost</b>	
<input type="checkbox"/> Graduate Curriculum & Policies	<b>College President</b>	
<input type="checkbox"/> Student Policies	<b>OTHER</b>	
<input type="checkbox"/> Undergraduate Curriculum & Policies	<b>REJECTED -WITHDRAWN</b>	
<b>NOTES:</b>		

Whereas multiple College Senate resolutions related to College Senate evaluation of college administrators (most recently resolution 2017-18\_47 and resolution 2019-20\_34), did collectively result in:

- 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 Assistant Deans, and individuals in leadership positions within the division of Academic Affairs that support campus-wide initiatives not evaluated elsewhere, for example: Director of the Center for Graduate Education, Director of the Center for Global Education and Engagement, Director of Assessment and Accountability, Director of CELT (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 who oversee 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,

And whereas the United University Professions (UUP) collective bargaining agreement does not permit review of administrators represented by UUP,

And whereas there have been changes to titles and reporting structures since the passage of resolution 2019-2020\_34,

And whereas frequent feedback promotes continuous improvement beneficial to the individual administrator, the administrator's unit, and by extension, the entire College,

And whereas more frequent College Senate review of College administrators enhances the College's commitment to shared governance, therefore

**BE IT RESOLVED**

That all college administrators represented by UUP be removed from the review cycle. This includes Assistant Deans, and individuals in leadership positions within the division of Academic Affairs that support campus-wide initiatives not evaluated elsewhere (i.e., Director of the Center for Graduate Education, Director of the Center for Global Education and Engagement, Director of Assessment and Accountability, and Director of CELT); Further,

That the following administrator be added to the review cycle: Chief Information Officer; Further,

Finally, that a 4-year repeating review cycle be established as follows:

<b>Academic Year</b>	<b>Administrators to be Evaluated</b>
2021–2022	Vice Presidents Chief Officers not evaluated elsewhere (e.g. Chief Diversity Officer; Chief Information Officer)
2022–2023	Vice Provosts Associate and Assistant Provosts Associate and Assistant Vice Presidents Associate Deans
2023–2024	President
2024–2025	Deans
	Cycle of review to repeat indefinitely

The CURRENT review cycle is presented below:

Academic Year	Administrators to be Evaluated
2020–2021	Assistant Deans Individuals in leadership positions within the division of Academic Affairs that support campus-wide initiatives not evaluated elsewhere, for example: <ul style="list-style-type: none"> <li>• Director of the Center for Graduate Education</li> <li>• Director of the Center for Global Education and Engagement</li> <li>• Director of Assessment and Accountability</li> <li>• Director of CELT</li> </ul>
2021–2022	Vice Presidents Chief Officers not evaluated elsewhere (e.g. Chief Diversity Officer)
2022–2023	Vice Provosts Associate and Assistant Provosts Associate and Assistant Vice Presidents Associate Deans
2023–2024	President
2024–2025	Deans

For ease of comparison, we also present the old review cycle with proposed changes highlighted:

Academic Year	Administrators to be Evaluated
<del>2020–2021</del>	<del>Assistant Deans</del> <del>Individuals in leadership positions within the division of Academic Affairs that support campus-wide initiatives not evaluated elsewhere, for example:</del> <ul style="list-style-type: none"> <li><del>• Director of the Center for Graduate Education</del></li> <li><del>• Director of the Center for Global Education and Engagement</del></li> <li><del>• Director of Assessment and Accountability</del></li> <li><del>• Director of CELT</del></li> </ul>
2021–2022	Vice Presidents Chief Officers not evaluated elsewhere (e.g. Chief Diversity Officer; <b>Chief Information Officer</b> )
2022–2023	Vice Provosts Associate and Assistant Provosts Associate and Assistant Vice Presidents Associate Deans
2023–2024	President
2024–2025	Deans
	<b>Cycle of reviews repeats indefinitely</b>