

Review of Vice Chancellors Policy

Circular E7a-00

The purpose of this policy is to provide formal review procedures, for all Indiana University East Vice Chancellors. The policy is intended to generate constructive feedback and advice, by permitting key stakeholders to participate in assessing the performance of senior administrative officials. The principal aim of the review process is to aid the administrator in achieving superior administrative performance. The review will encourage the administrator to set appropriate goals for the unit in question and assess progress in reaching those goals. In addition, the review will allow those most directly affected (i.e. students, faculty, staff, and/or external community) to become better aware of the administrator's duty and responsibilities and to provide constructive advice in carrying out those responsibilities.

Procedures

Senior administrative officers with campus-wide responsibilities that bear directly on the mission of Indiana University East shall have their performance, and that of their offices, reviewed on a regular basis. The review shall be conducted sometime during- or before the fifth year of an initial appointee's tenure and every five years thereafter. This policy shall apply to all Vice Chancellors.

Prior to the end of the spring term, the Chancellor shall notify the Faculty Senate President, the Student Government President, Chairpersons of the Staff Council and Professional Staff Council, and the Chairperson of the IU East Board of Advisors of the Vice Chancellors subject to review during the next academic year. Each group will submit a list of nominees consisting of at least twice as many names as there are slots to be filled from that stakeholder group. From these names, the Chancellor will appoint the Review Committee and two of its members to serve as co-chairs. Each Review Committee will have at least one member from each stakeholder group (students, faculty, professional staff, staff, and the community). Within the committee, the largest representative group, as well as one of the co-chairs, will be from the primary stakeholder group of the administrator being reviewed.

The Chancellor will charge the committee prior to the start of its work, provide a description of the duties and responsibilities of the Vice Chancellor under review, and will provide reasonable and adequate staff and other supports for the activities of the committee. The administrators under review will provide their respective review committee with a statement detailing their administrative goals and the extent to which those goals have been achieved since the last review or the start of their appointment.

The committee will have wide latitude in establishing its own procedures, provided that it seeks input from a broad range of stakeholders and from the administrator being reviewed, and provided that its observations and conclusions are based on that input. At a minimum the committee shall respond to the following questions:

- A. Has the administrator set valid goals and objectives for the unit and initiated reasonable efforts to accomplish them?
- B. To what extent has the administrator facilitated the achievement of those goals and objectives?
- C. How effectively does the administrator represent and promote the unit to entities outside the unit (at the campus, within the IU system, and among the external community)?
- D. How effectively has the administrator supported campus initiatives?
- E. How effectively has the administrator implemented all relevant university policies?

Prior to submitting its findings and conclusions to the Chancellor, the review committee shall provide the reviewed Vice Chancellor with an opportunity to comment on the penultimate draft report. The committee and the reviewed Vice Chancellor may meet, by mutual consent, to discuss the final report before it is submitted to the Chancellor. The committee will take any comments from the reviewed Vice Chancellor into consideration when preparing the final version of the report for the Chancellor. The final report will include a summary of the key points from the review. That summary will be sent by the Chancellor to the officers of the stakeholder groups that provided nominees for the Review

Passed by I.U. East Faculty Senate: 12-7-99