

**Indiana University East  
Faculty Senate  
Policy for  
Review Procedures for the Executive Vice Chancellor for Academic Affairs**

**I. Preamble**

The Chancellor of Indiana University East is responsible for the evaluation of his or her direct reports and for the organization of the process conducted to that end. However, the Constitution of the Faculty of Indiana University allocates to faculty the legislative authority to set standards and procedures for review of academic officers. This policy determines the procedures for the review of the Executive Vice Chancellor for Academic Affairs at Indiana University East.

In addition to the Chancellor's annual assessment of the Executive Vice Chancellor for Academic Affairs (hereinafter Vice Chancellor), the Chancellor, in collaboration with the Faculty Senate at Indiana University East, will utilize the fifth-year review of the Vice Chancellor using the following review procedures.

The Vice Chancellor shall have his or her performance and responsibilities evaluated regularly by a process referred to as Review. The purpose of such Reviews is to provide the Chancellor and the Vice Chancellor with broadly gathered information concerning the quality of leadership provided by the Vice Chancellor, to recognize and encourage success, to identify areas in need of improvement and plans for addressing them, and to provide all constituencies the opportunity to assess Indiana University East's academic leadership.

Costs of the Review process shall be underwritten by the Office of the Chancellor.

**II. Principles for Vice Chancellor Reviews**

1. **Baseline Data.** The evaluation shall be conducted on the basis of a job description provided by the Chancellor and reports of previous reviews. The Vice Chancellor shall provide the Review Committee with a written assessment of his or her specific campus and personal performance goals and shall meet with the Review Committee to provide an overview of activities, to discuss campus issues of particular importance, to indicate the range of constituencies bearing on the Academic Affairs office, and to make suggestions concerning groups or individuals whose comments should be sought by the Review Committee.

2. **Review Coordination.** The review shall be coordinated by the Chancellor.

3. **Fifth Year Review Components.** The fifth year review shall include information from

- a) the results of a faculty review process outlined in this document and input gathered from other constituencies; and
- b) information provided by the Vice Chancellor describing her/his accomplishments.

4. All reports and pertinent data should be submitted to the Chancellor and be utilized in accordance with his or her direction and this policy.
5. The review must be conducted with dignity, confidentiality, and respect for all parties involved.
6. The Chancellor shall consult the Faculty Affairs Committee on any exceptions to the principles or procedures contained in this policy.

### **III. Vice Chancellor Review Procedures**

**1. Frequency of Review.** The Review shall be conducted early in the fifth year in office and in recurring intervals of five years thereafter, unless an earlier review is warranted.

**2. Organization of Review Committee.** Early in the Spring term of the year preceding the Vice Chancellor's review, the Chancellor shall send notice to the Faculty Senate, the Professional Council and the Staff Council, announcing the formation of a Review Committee. The Review Committee shall be selected according to the following provisions:

- a. The size of the committee should generally not exceed 9 persons.
- b. Because the responsibilities of the Vice Chancellor bear directly on the teaching and research mission of the campus, approximately two thirds of the members of the committee shall be faculty.
- c. The Chancellor shall seek nominations for faculty appointments from the Faculty Affairs Committee, who will submit twice as many names as the total to be selected by the Chancellor. The nominees should be willing to serve on the committee, should be broadly representative of campus Schools and academic disciplines and except in unusual circumstances, faculty nominees shall be tenured faculty or hold a long-term contract and have served at least 5 years at Indiana University East.
- d. The Chancellor shall solicit nominations for non-faculty nominees from representative Professional Council, support Staff Council and from the Student Government Association.
- e. The Chancellor shall review the lists of nominees with the Vice Chancellor, who may object with cause to the appointment of individuals.
- f. The Chancellor shall appoint the Review Committee, after consultation with the Faculty Affairs Committee. The Faculty Affairs Committee may object with cause to the composition of the proposed committee.
- g. The Chancellor shall appoint a chair or co-chairs of the committee. The chair or co-chairs must be tenured faculty.

**3. Timing.** The Chancellor and the Faculty Senate President shall convene the Review Committee before the close of the spring semester, or shortly before the beginning of the fall semester, in such a manner that at least one semester is available for completion of the Review process. The Review process is expected to be completed within one semester.

**4. Basic Data Objectives.** The Review Committee may design its procedures in accordance with this policy. These procedures must enable participation of all campus constituencies affected by the Vice Chancellor. In addition to the Survey described below, the Review Committee may also choose additional methods of data collection. The data collection must, at a minimum, solicit data to answer the questions listed below.

- a. Has the Vice Chancellor provided leadership and guidance in achieving campus goals and objectives? Are his or her leadership and guidance appropriate for the campus?
- b. Has the Vice Chancellor set valid goals for the non-academic units and initiated reasonable efforts to accomplish them? How has the Vice Chancellor facilitated the achievement of these goals?
- c. How effectively has the Vice Chancellor supported initiatives of the Schools and the Library?
- d. How effectively has the Vice Chancellor implemented relevant university policies?

**5. Data Collection and Confidentiality.** The Review Committee shall gather data pertaining to the performance of the Vice Chancellor from representatives of various constituencies. The Committee shall include input from groups and individuals noted by the Vice Chancellor as well informed about his/her performance. The primary means for gathering information shall consist of constituent surveys, described below. Other mechanisms for gathering information may include personal interviews, documentary review, and solicited or unsolicited letters. Individual comments received outside the official survey or the interview process must be submitted by identifiable individuals. Anonymous comments will not be included. Open meetings to gather information pertinent to the Review are discouraged.

The Review Committee may meet with a representative of University Counsel to discuss issues of confidentiality prior to the collection of performance information.

**6. Surveys.** The Review Committee shall create and/or adapt a survey instrument or survey instruments and supervise the survey's administration early during the term or the review. Each survey instrument shall include space designated for clarifying comments related to answers to the multiple-option questions. The Review Committee may choose to administer different survey instruments to different constituencies or one single instrument for all constituents. Constituents surveyed must include faculty and all staff with reporting lines under the Vice Chancellor. The Review Committee may choose to include further constituencies (e.g., students) if needed.

The faculty survey will be administered to tenured, tenure-probationary, and non-tenure track faculty members. Data for different faculty appointment categories shall be disaggregated in reporting. Likewise, the survey(s) for staff should disaggregate professional and support staff.

**7. Reporting.** The Review Committee shall describe the methods by which the data have been collected, tabulate any quantitative results of the survey (and other methods of data collection, if any) and shall prepare a transcript of all comments, screened for self-identifying features.

The Review Committee may, at its discretion, provide an interpretation of the data collected. In this case, the Review Committee shall meet with the Vice Chancellor to discuss its penultimate draft report.

If there are serious disagreements within the Review Committee about the content of the final report, a Minority Report may be submitted with the Review Committee report.

The Review Committee's final report shall be sent to the Chancellor and the Vice Chancellor. The Chancellor shall respond to the Review Committee, discussing actions to be taken as a result of the Review Committee's findings and recommendations.

**8. Dissemination.** After the Review Committee has met with the Chancellor, the Review Committee chairperson will present an oral summary report in Executive Session of the Faculty Senate. The Vice Chancellor shall not be present during this Executive Session. Likewise, the Staff Councils and the Student Government will receive the same report, also in executive session.

The final written report of the Review Committee, including any minority reports, statistics or written responses shall remain confidential.

**IV. Effective Date.** This policy shall become effective upon approval by the IU East Faculty Senate.

Passed by Faculty Senate 5/4/10