

## **NKU Administrator Evaluation and Reporting Parameters**

### **Evaluation Parameters**

1. The evaluation will be conducted in the last fourteen days of February.
2. All full time faculty (tenured, tenure track, and non-tenure track) are eligible to participate in the evaluation. Part-time faculty are not eligible to participate in the evaluation of any administrator.
3. Chairs, Deans, Associate Provosts, Vice-Provost, Provost and the President will be evaluated every year.
4. Chairs will be evaluated by full time faculty from within their department but not by full time faculty from other departments.
5. Deans will be evaluated by full time faculty from within their college, but not by full time faculty from other colleges.
6. The Associate Provosts, the Vice-Provost, the Provost and the President will be evaluated by all full time faculty.
7. Faculty will only evaluate an administrator once in an evaluation cycle (i.e., faculty who attempt to evaluate the same administrator several times are blocked by the system.) Faculty will have the flexibility to evaluate different administrators at different times within the evaluation period.
8. The electronic evaluation and reporting urls will be located on Norse Express (Faculty Services) and the Faculty Senate website.

### **Reporting Parameters**

1. Final reports are downloadable pdf files and will remain available electronically for approximately 1 year. Hard copies will be maintained in the Faculty Senate office.
2. Administrators will be able to download their own on-line evaluations (probably within a few days after the closing date of the evaluation process).
3. The Deans will be able to download the on-line reports of all Chairs who report to them. Provost will be able to download the on-line reports of all Associate Provosts, the Vice Provost, and Deans. President will be able to download on-line reports of all administrators who report directly to her/him.
4. The Senate President will be responsible for distributing in person a hard copy of the President's evaluation to the Chairman of the Board of Regents.

Approved by Faculty Senate 3/16/2009.