

**UNIVERSITY SENATE
UNIVERSITY AT ALBANY
STATE UNIVERSITY OF NEW YORK**

Introduced by: Governance Council

Date: January 19, 2016

**AMENDMENT TO CREATE A
COUNCIL ON ADMINISTRATIVE REVIEW AND EVALUATION (CARE)**

IT IS HEREBY PROPOSED THAT THE FOLLOWING AMENDMENT TO THE CHARTER OF THE UNIVERSITY SENATE BE ADOPTED:

- That a new **Council on Administrative Review and Evaluation (CARE)** be created.
- That this amendment shall go into effect in Fall 2016.

Proposed Revisions to Charter:

Section XII: Council on Administrative Review and Evaluation.

The Council on Administrative Review and Evaluation is created and charged with the evaluation of the Provost, all Deans, Vice-Presidents and their administrative units every five years.

XII.1 Composition

XII.1.1 The Council shall consist of at least 6 but not more than 8 tenured Teaching Faculty, which shall include at least 4 from the uptown and 1 each from the downtown, and east campuses, from a balance of academic disciplines including the library, who shall serve two-year terms. The Associate Vice Provost for Academic and Resource Planning or designee, *ex officio*, shall serve as consultant to the Council.

XII.1.2 At least 1 and no more than 2 Professional Faculty with permanent appointment

XII.1.3 At least 3 of the Faculty (teaching or professional) must be Senators

XII.1.4 One graduate student who must be a Senator

XII.1.5 One undergraduate student who must be a Senator

XII.1.6 Two Management-Confidential personnel

XII.1.7 Staff support for the Council shall be designated by the President's office.

X.11.8 The Chair of the Council must have the rank of Associate or Full Professor and be tenured. This includes members from the University Libraries who are the equivalent of Associate or Full Professor with tenure.

XII.1.9 The Chair shall be elected from among the Council members.

X11.2 Responsibilities

XII.2.1 The Council shall be responsible for developing campus procedures, ensuring compliance with external policies, and considering other matters relating to administrative assessment.

XII.2.2 The Council shall be responsible for scheduling, coordinating and supervising the various cyclical reviews of Administrators, including Provost, Deans, Vice Presidents and their administrative units.

XII.2.3 The Council shall oversee the formation of Evaluation Committees for each of the individual administrative units (see the CARE: *Guidelines and Procedures* document for a complete listing).

XII.2.4 Evaluation Committees

XII.2.4.1 The composition of the Evaluation Committees will vary according to the unit being evaluated, but each Evaluation Committee must include: a tenured Teaching Faculty member or tenured member from the University Libraries of CARE as its Chair and two additional CARE members, plus

XXII.2.4.1a for academic units reviewed, at least three tenured Teaching Faculty, as well as users of the services provided by the unit under review.

XXII.2.4.1b for non-Academic units, a minimum of three tenured Teaching Faculty, students or other users of the services provided by the unit.

XII.2.4.2 The Evaluation Committees shall review the assessment instruments provided by CARE and may make recommendations to CARE for unit-specific criteria to be included in the assessment of their individual unit.

XII.2.4.3 The Evaluation Committees will be responsible for tabulating quantifiable results from the assessment instruments, identifying themes and compiling such themes in a report format that it will submit to CARE.

XII.2.5 The Council as a whole shall review the actions and assessment reports of its Evaluation Committees and shall be responsible for formally recommending that the University Senate accept an administrative assessment report.

XII.2.6 Based on findings from its Committees or its own deliberations, the Council may recommend policy changes to the University Senate and may recommend to the Executive Committee that it refer a question or issue to another Council.

Rationale

In April 2010, the University Senate passed Resolution 0910-02 that the University at Albany develop a process and related procedures to regularly assess and evaluate administrators and administrative services and functions by faculty; and that the Senate Executive Committee (or an ad hoc committee designated by the SEC) be charged to develop such processes and procedures, and submit its recommendations to the Senate. The resolution was in response to the March 2010 Report of the Middle States Commission on Higher Education (MSCHE) Evaluation Team that pointed to a need for a more systematic administrative review and noted that “the faculty should be appropriately involved in the assessment of all University units, both academic and non-academic.” (p.12)

Tasked by the SEC to develop the process and related procedures called for in Resolution 0910-02 and to submit its recommendations to the Senate, the Governance Council (GOV) considered the matter over the 2010-11 and 2011-12 academic years, during which time it consulted widely with colleagues both here and on other SUNY campuses. Half of all SUNY campuses, including two University Centers, already have mechanisms for regular administrative review in place. In the spring of 2012, GOV recommended the formation of a new Senate Council that would oversee the evaluation of all administrative units on a fixed rotating basis every five years, and proposed a set of Guidelines for how the new Council’s work should be accomplished.

In June, 2015, the University submitted to Middle States its five year required Periodic Review Report (PRR). In August, 2015 the MSCHE “Report prepared following analysis of the University’s Middle States Periodic Review Report” noted that “there are areas of concern remaining in the University’s assessment processes,” one of which is that “the part of the Institutional Assessment Plan that calls for the assessment of the effectiveness of the administrative units at UAlbany has yet to be implemented.” (pp. 6-7)

The Council on Administrative Review and Evaluation (CARE) will be the Council of the Senate that is charged with the systematic evaluation of administrative performance. The overall composition of CARE is similar to that of all Senate Councils with membership from a broad and representative range of constituencies. The Evaluation Committees are designed to allow for the assessment process to be tailored to the individual position and to make the work of assessment manageable.

The stipulation that all administrative units be evaluated on a fixed rotating basis every five years, regardless of the length of tenure of the current Provost, Vice- President or Dean, focuses the evaluation on the ongoing policies of the unit rather than the current office holder. This should reduce concerns that evaluations are arbitrarily triggered by special circumstances. Moreover, feedback can be of use to new or incoming deans/vice-presidents as well as to those with a long track record.

The CARE Guidelines and Procedures are included as Appendix A.

All documents related to MSCHE are available at <https://wiki.albany.edu/display/middlestates/Home>