Whereas: The President is appointed by the Board of Regents and serves the University at the pleasure of the Board of Regents, and

Whereas: The primary responsibility for the evaluation of the President lies with the Board of Regents, and

Whereas: The major thrust of the review of academic administrators is to improve the effectiveness of Eastern Kentucky University’s academic administration, and

Whereas: To accomplish this the review process requires the active support and appraisal from all persons in a position to express valid viewpoints in the performance of individual administrators, and

Whereas: The full-time faculty of the University can provide a unique perspective on the state of the University and the performance of the president which can lead to valuable insights to improve administrative performance and accountability, and

Whereas: The Faculty Senate is the delegate assembly of the University faculty through which the faculty normally exercises its responsibilities as a group;

We Move: That, the Faculty Senate of Eastern Kentucky University, through the Executive Committee of the Faculty Senate, conduct a systematic review of the President during the second and fourth year of service and every four years thereafter by all full-time faculty to be transmitted to the President and to the Board of Regents.
Supporting Materials for Motion for Faculty Review of The President

I. A new section V to be added to the Faculty Handbook under “Evaluation of Academic Administrators” [Faculty Handbook, page 42] with following sections V and VI appropriately renumbered VI and VII.

V. Administrative Review of the President by the Faculty

A. The President shall be reviewed by the faculty during the second and fourth year of service and every four years thereafter. The Board or the President may request more frequent reviews.

B. All faculty who are members of the Faculty-at-Large as designated in the “Organization of the Faculty of Eastern Kentucky University” [Faculty Handbook, page 101] shall be given the opportunity to complete the questionnaire as approved by the Executive Committee of the Faculty Senate. The completed questionnaires shall be transmitted to the Executive Committee of the Faculty Senate.

C. Members of the Executive Committee of the Faculty Senate will be responsible for the tabulation of the responses and the transcription of all comments. A summary will be transmitted to the President and to the Board of Regents. The individual review forms will be confidential and will be destroyed.

D. The questionnaire used to review the President shall solicit responses in the areas of leadership, management, communication, personal relations, fairness and an overall evaluation. Opportunity should be given to provide open-ended comments as well as more quantitative review. Signature on the actual questionnaire should be optional, however, signature on response envelopes may be necessary to ensure faculty status of respondents. Procedures for the distribution of questionnaires and verification of respondents should be the same as those used for the election of the Faculty Regent.

I. Questionnaire

A sample questionnaire based on the review instrument used at Northern Kentucky University is attached.
Part I: Instructions

During the second and fourth year of service and every four years thereafter, the Faculty Senate reviews the performance of the President of Eastern Kentucky University. This form is to be used for reviewing the performance of President XXXXXX. Please take the few minutes required to complete this questionnaire; a high return rate will greatly improve the reliability and usefulness of the information received. Complete the form and return it in the return envelope provided. Please return it prior to xxxxxx to xxxxxxxxxx. Don’t forget to sign under your address label for verification.

Keep in mind that the purpose of this review is to acquire insights which will lead to improved administrative performance and accountability. Strengths, as well as weakness, should be identified. There is room at the end of each item for written comments.

Members of the Executive Committee of the Faculty Senate will be responsible for tabulation of the responses and transcription of comments. A summary will be transmitted to President XXXXXX and to the Board of Regents. The individual review forms will be confidential and will be destroyed.

Part II: Respondent Information

Please check the appropriate response. Responses will be reported.

College:
_____ Arts & Sciences   _____ Business & Technology   _____ Education
_____ Health Sciences   _____ Justice & Safety

Rank:
_____ Instructor   ___ Assistant Professor   ___ Associate Professor   ___ Full Professor

Frequency of Contact With President Over the Past Year:
_____ Rarely   _____ Monthly   _____ Frequently   _____ Weekly
(0-3 Times) (4-12 Times) (13-24 Times) (25 Times or More)

Part III: Respondent Ratings

Please check the appropriate response to each of the six dimensions. General definitions of each dimension are provided below.

(Check one rating for each dimension)

Leadership:
Maintains morale; exhibits integrity; generates and supports new ideas; offers vision; builds trust; builds and maintains external support; responds to faculty concerns; chooses competent subordinates; is visible and accessible; is credible.

Comments:
Management: Has plans for accomplishing long and short term goals; includes others in planning and alternatives; delegates authority; finds means to implement programs; coordinates groups to accomplish tasks; evaluates performance; obtains/distributes resources to further personnel development.

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<tr>
<th>AREA</th>
<th>Very Positive</th>
<th>Positive</th>
<th>Neutral</th>
<th>Negative</th>
<th>Very Negative</th>
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Comments:

Communication: Clearly articulates goals/programs of EKU and/or college; is willing to disseminate pertinent information; uses appropriate channels to convey information on a timely basis; is willing to engage in open dialogue with faculty; provides channels/encourages flow of information from faculty attitudes and problems.

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Comments:

Personal Relations: Shows respect for students, faculty, staff and other administrators; seems genuinely concerned with the needs of others; shows consideration for other’s time and effort; profits from well-founded criticism; facilitates other development; provides encouragement and recognition as well as constructive criticism; avoids intimidation.

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Comments:
**Fairness:**

Adheres to procedures in the faculty handbook; avoids preferential treatment of individuals, departments or colleges; honors commitments and agreements; informs those affected of decisions promptly; candidly explains the reasoning behind decisions; is compassionate; provides an opportunity for appeal.

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Comments:

**Overall Evaluation:**

Your overall rating based upon the five criteria above and other criteria you feel are important in job success.

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Comments:

Signature (Optional)