

Administrative Review Committee  
2016-2017  
Annual Report

**Administrative Review Committee 2016-2017 Members:**

- Dr. Ali Hurson
- Dr. V. A. Samaranyake
- Dr. William Schonberg
- Dr. Nancy J. Stone, Chair

**Committee charge from Faculty Bylaws (300.030 D.6.b)**

[https://www.umsystem.edu/ums/rules/collected\\_rules/faculty/ch300/300.030\\_faculty\\_bylaws\\_missouri\\_university\\_of\\_science\\_technology](https://www.umsystem.edu/ums/rules/collected_rules/faculty/ch300/300.030_faculty_bylaws_missouri_university_of_science_technology)

“Administrative Review Committee

(1) This committee sets policies and procedures for review of campus administrators. The committee recommends the evaluation questionnaires and a plan/schedule for conducting reviews to the Faculty Senate. The committee conducts the reviews; oversees the sending of the evaluation forms to the evaluating persons; oversees the collection and collation of the resulting evaluations; and, along with the officers of the Faculty Senate, reviews and forwards the results of the evaluation.”

**Previously Reviewed Administrators**

- 2015-2016
  - Chancellor; Provost; Vice Provost and Dean of College of Arts, Sciences, and Business
  - From: <http://facultysenate.mst.edu/administrativereview/>.
- 2014-2015
  - An “off” year
  - No evaluations of VPS or VC Wray, as in positions less than a year.
  - From: <http://facultysenate.mst.edu/administrativereview/>.
- 2013-2014
  - Chancellor, VPs for Research and Graduate Affairs
  - Provost Wray not evaluated, as leaving for another position.
  - From 2014-2015 annual report: <http://facultysenate.mst.edu/administrativereview/>
- 2012-2013
  - No report on website: <http://facultysenate.mst.edu/administrativereview/>

**Determining and Establishing the Review Process:**

*Monday 10/24/2016*

- The Administrative Review met to discuss
  - The individuals to be reviewed, working from the 2015-2016 Administrative Review Committee’s recommendations.

- 2017: Vice Chancellors: Global and Strategic Partnerships; Human Resources, Equity and Inclusion; Finance and Administration; University Advancement; and Student Affairs. Chief Information Officer
- 2018: Vice Provosts: Dean of Engineering and Computing, Graduate Studies, Undergraduate Studies, Research, and Enrollment Management. Director of Institutional Research and Assessment and Director and Library and Learning Resources
- This schedule assumes the administrator under review will have completed one academic year of service prior to the review in a non-interim or non-acting appointment.
- Timeline and process.

*Faculty Senate meeting November 17, 2016*

- A quorum was called during this discussion and we were not able to finalize the list of who would be evaluated.

*Friday December 2, 2016*

- The Administrative Review Committee met and discussed process issues such as
  - Scale development
  - The notion of global measures with several items to measure them
  - Whether to have the last retention item.
  - The need for confidentiality of the committee members

*Faculty Senate Special Session December 14, 2016*

- The motion to review the Vice Chancellors of Global and Strategic Partnerships; Human Resources, Equity and Inclusion; Finance and Administration; University Advancement; and Student Affairs this academic year was modified and approved to include the Chancellor, Provost, and Vice Provost and Dean of the College of Arts, Sciences, and Business.
- Ms. Cheryl McKay would administer the surveys through Qualtrics.
  - Ms. Cheryl McKay, Dr. S. Sedigh Sarvestani, and Dr. Stone met to discuss concerns about Qualtrics with Qualtrics personnel.
    - Anonymity and duplicate responses were main concerns.
  - It would be possible to provide security
    - With individualized links
      - Do not have to complete in one session.
      - Can return on any machine, can go back/forward until final submit.
    - It is possible to prohibit ballot box stuffing
    - It is possible for an individual to submit a survey only once.
    - It is possible to anonymize responses.

- There would only be a distribution list for sending individualized links.
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  - It was clarified who could and could not complete the reviews:
    - Who will complete reviews\*
      - Tenured/tenure-track, and non-tenure track full-time faculty members holding the rank of instructor or above, which includes full-time, ranked, non-regular faculty (non-tenure track (NTT) faculty) and full-time, unranked, non-regular faculty.
    - Individuals who will not complete reviews:
      - Visiting professors; Appointments to positions involving duties substantially different from those of regular appointees, such as academic field staff appointments in Extension; Lecturer, Assistant Instructor, Instructor, Research Assistant, Research Associate, Graduate Research Assistant, Graduate Teaching Assistant, Extension Assistant, Extension Associate, Student Assistant, and others of like nature; coaches of intercollegiate athletics. Titles in this category shall not include Professor, Associate Professor, and Assistant Professor, but may be modifications thereof
    - \*Descriptions of faculty from 300.030 Faculty Bylaws of the Missouri University of Science and Technology and 310.035 Non-Tenure Track Faculty and 310.020 Regulations Governing Application of Tenure
  - We specified the type of data we would and would not collect
    - Type of data we would collect
      - Discussion of questions ongoing. Currently,
        - Approximately 15-20 items about individual's performance
        - 4-5 global measures with 3-4 more specific measures
        - Written comments
      - Discussed reliability and validity issues
    - Type of data we did not plan to collect
      - Information about respondents (e.g., college, sex, level, position)
  - It was determined that the results would be shared with the Faculty Senate Officers then the individual reviewed, and then the immediate supervisor.
    - Beyond these recipients of the results, the Administrative Review Committee members would maintain confidentiality of the results.
    - The Administrative Review Committee cannot guarantee respondents confidentiality of individual comments, if the Faculty Senate chooses to disclose individual comments at some later time.
  - Tentative Timeline and Activities presented
    - End of November
      - Job descriptions due

- January 26, 2017
  - Questions to Faculty Senate for review/approval
- End of January
  - Statement of accomplishments due
- February 23, 2017
  - Final approval of questions
- March
  - Review administration (ending before spring break)
- April
  - Results to Faculty Senate Officers (by end of first full week of April)

*Friday 12/2/2016*

- The Administrative Review Committee met
  - Discussed item and scale development
    - Decided on 5-point: scale
      - Strongly Agree, Agree, Disagree, Strongly Disagree, Insufficient Information / Unsure
  - Discussed issues of reliability and validity
  - Discussed need to verify list of those who are faculty
  - Assigned committee members to develop drafts of items for surveys
  - Established a timeline
    - Draft of items to committee by December 31, 2016
    - Final draft to Faculty Senate (FS) by January 7, 2016
  - Confidentiality
    - The committee agree to main confidentiality of the data collected.

*Wednesday December 7, 2016*

- Ms. McKay and Dr. Stone met to discuss the setup of the surveys in Qualtrics.

*Faculty Senate Meeting January 26, 2017*

- Reaffirmed who would be reviewed.
- Presented timeline.
- Clarified who would complete reviews.
- Presented structure of survey items.

**Administering the Reviews**

*February 1, 2017*

- Ms. McKay reached out to James Tharp to create a list of faculty, and their e-mails, who could respond to the surveys, as defined earlier.

- Once the lists were acquired for all faculty and only faculty in the Collage of Arts, Sciences, and Business, Dr. Stone sent department lists to department chairs for confirmation that the lists were correct given the description of who could respond to the surveys.
  - This review of the e-mail lists started February 17 and was completed by February 28, 2017.

*Faculty Senate Meeting March 23, 2017*

- Surveys distributed (by Ms. Cheryl McKay) Monday March 6, 2017 at 12:05 a.m.
  - To all faculty (n = 370)
    - Chancellor
    - Provost
    - Vice Chancellor for Global and Strategic Partnerships
    - Vice Chancellor for Human Resources, Equity and Inclusion
    - Vice Chancellor for Finance and Administration
    - Vice Chancellor for Student Affairs
    - Vice Chancellor for University Advancement
  - Only to faculty in CASB (n = 155)
    - Vice Provost and Dean of College of Arts, Sciences, and Business
- Two reminders sent: Sunday March 12 and Sunday March 19.
  - Reminders were set in Qualtrics for each survey.
  - Only those individuals who had not completed the surveys received a reminder via Qualtrics.
- Surveys closed Sunday March 26, 2017 at 11:59 p.m.

**Distributing Review Reports**

*Monday March 27, 2017*

- Dr. Stone met with Ms. Cheryl McKay to discuss the data needed for reports of surveys.
- Data received from Ms. Cheryl McKay

*Monday April 3, 2017*

- Administrative Review Committee met and reviewed results
  - Some errors in data format.
  - Determined presentation format of data.

*Monday April 10, 2017*

- Ms. Cheryl McKay provided corrected analyses and total participation rates.
  - Participation rates

▪ Chancellor	Total = 97 (26.2%)
▪ Provost	Total = 127 (34.3%)
▪ VC Finance & Administration	Total = 82 (22.2%)
▪ VC Global & Strategic Partners	Total = 83 (22.4%)
▪ VC HR, Equity & Inclusion	Total = 100 (27.0%)
▪ VC Student Affairs	Total = 64 (17.3%)
▪ VC University Advancement	Total = 77 (20.8%)
▪ VP & Dean, CASB	Total = 69 (44.5%)

*Wednesday April 12, 2017*

- Dr. Stone met with Ms. McKay to finalize the data analysis reports.

*Monday April 17, 2017*

- Administrative Review Committee met with Faculty Senate Officers
  - Reviewed survey data.
  - Determined specific process for presenting results.
  - The Administrative Review Committee will meet with each person reviewed to deliver a hard copy of the results.
  - Next, the Administrative Review Committee will meet with and present the supervisor of each person reviewed with a hard copy of the results.
  - Once all individuals reviewed and their supervisors have received copies of the reports,
    - A hard copy of each report and a flash drive with the reports and complete data files will be given to the Faculty Senate President to be placed in Archives.
  - Once an interim Chancellor is named, the Administrative Review Committee will meet with him or her and provide a briefing of the review process and a hard copy of the results for all direct reports reviewed.

*Faculty Senate Meeting April 20, 2017*

- Presented overview of process to date and how the review reports would be distributed.

Drs. Stone and Hurson agreed to meet with all eight individuals who were surveyed to present the results.

*April 25, 2017 through May 10, 2017*

- Drs. Hurson and Stone met with each individual surveyed.
- The Provost also received the report of the VPD of CASB.
- The Chancellor received reports of the VCs.

*Saturday May 13, 2017*

- Dr. Stone presented President Choi with a sealed envelope of the review reports for the Chancellor after commencement.

*Monday May 15, 2017*

Interim Chancellor Maples met with Drs. Stone and Hurson to receive the review of his direct reports.

All individuals reviewed received the following summary with their review reports.

You are receiving two hard copy reports.

- One report provides the distribution of responses along with the mode response and mean response.
  - If the Total for an item in the distribution table is less than the participation rate, then fewer individuals responded to the items than submitted the survey.
  - Percentages in the frequency distribution represent the percent relative to the number of responses for that item.
  - The mean was calculated without including the Insufficient Information / Unsure category. Scale: 1-4; 1 = strongly agree, 4 = strongly disagree.
  - The percentages in bold reflect the mode response.
    - If the mode response was the Insufficient Information / Unsure category, the mode response in the 1-4 scale was underlined.
  - The total number (and percentage) of respondents is provided.
- The other reports contains the written comments.

### **Archiving Reports and Deletion of Surveys from Qualtrics**

*Monday May 15, 2017*

- After meeting with interim Chancellor Chris Maples Dr. Stone submitted a sealed envelope to Ms. Barbara Palmer in the Provost's Office, as Faculty Senate President Tom Schuman was out of town.

*Wednesday May 24, 2017*

- Hard copies all eight review reports along with two flash drives that contained the review reports as well as the complete data file was placed in Archives by Ms. Barbara Palmer on behalf of the Faculty Senate President.

*Tuesday June 6, 2017*

- Ms. McKay was asked to remove all administrative review survey data from Qualtrics.
- Qualtrics completed the removal of these data on June 6, 2017.