

4.16 – Procedures for Faculty/Staff Evaluation of Administrators

OFFICEHOLDERS TO BE EVALUATED UNDER THE PURVIEW OF THIS POLICY

This list is based upon the most recent Emporia State University Administrative Organizational Chart as of the fall of 2026. The list shall be reviewed and revised annually by the Committee on Campus Governance as changes in the administrative organizational structure occur.

President

Provost/Vice President for Academic Affairs

Associate Provost for Academic Affairs and Dean of the Graduate School, Learning Technologies & International Education
Dean of the Honors College
School of Applied Health Sciences
Dean of the School of Business & Technology
Dean of the School of Humanities & Social Sciences
Dean of the School of Science and Mathematics
Dean of the School of Library and Information Management, University Libraries & Archives, and Interdisciplinary Studies
Dean of the School of Visual & Performing Arts
Dean of The Teachers College

Executive Vice President for Enrollment Management & Student Success

Dean of Students
Assistant Vice President of Enrollment and Director of Admissions

Executive Vice President of Operations

Associate Vice President for Information Technology
Vice President for Engagement & Chief Marketing Officer

Vice President for Administration and Finance and Chief Financial Officer

Director of Institutional Effectiveness & Chief Data Officer

PURPOSE OF EVALUATION

The purpose of the evaluation is to review the professional performance of administrator employees of the University and provide input to the reviewed administrator, their supervisor, and the President of the University. The faculty/staff evaluations shall be used by supervisors in their evaluation of the administrator.

ELIGIBILITY FOR PARTICIPATION

Representation from each unit which reports to the administrator being evaluated must be included. The evaluation shall involve appropriate faculty, university support staff, unclassified personnel, and subordinate administrative officers. In the evaluation of some administrator's professional responsibilities, participation by students or other groups may be suitable.

FREQUENCY AND SEQUENCE OF EVALUATION

Pursuant to this policy, each administrator shall be evaluated at least once every 4 years.

A non-tenured administrator may make a reasonable request to the Committee on Campus Governance to postpone the review. Upon application to the Committee on Campus Governance and approval by the Faculty Senate Executive Committee, the review may be postponed.

Tenured administrators are not eligible to postpone review. All tenured administrators will undergo the combined administrative and post-tenure review every four years.

The aforementioned administrators will be up for review based on their position title on a 4-year rotation. The rotation will be maintained with input from and communicated to the Committee on Campus Governance by the offices responsible for this policy: Academic Affairs and President's Office.

INFORMING THE ADMINISTRATORS OF UPCOMING EVALUATION

On or before October 15, the Chair of the Committee on Campus Governance will notify the administrators scheduled for evaluation in the current academic year. Information will be given to the administrator concerning committee selection, timelines, and procedures on how the evaluation will be conducted.

FORMATION OF THE EVALUATION COMMITTEE

The administrator will propose an evaluation committee to the Faculty Senate Executive Committee no later than November 1. The evaluation committee must be approved by the Faculty Senate Executive Committee. The administrator may suggest a chair of the evaluation committee who is not a subordinate to the administrator being reviewed. The administrator's list should include members of the various constituent groups in which the administrator reports or supervises. The Faculty Senate Executive Committee reserves the right to name evaluation committee members not listed on the administrator's submitted list. The evaluation committee may be any size, but it is recommended the committee be between 3 and 6 committee members. The evaluation committee for tenured faculty members in administrative roles must include at least (5) five faculty members, no more than (2) two of whom can be from the administrator's home academic unit.

Once the membership of the evaluation committee has been selected by the Faculty Senate Executive Committee, the President of the Faculty, or one of their designees, will contact the selected chair of the evaluation committee. The selected chair of the evaluation committee should be contacted first in case this person is unable to serve on the committee, or is unable or unwilling to serve as the committee chair. When the chair of the evaluation committee is secured, then the chair will contact the remaining selected evaluation committee members and ask them to serve. If a selected evaluation committee member is unable or unwilling to serve, then the Faculty Senate Executive Committee may choose to have a smaller evaluation committee or replace this person with another person who may or may not have been on a previous selection list of potential evaluation committee members. Once the evaluation committee is confirmed, the administrator is notified of the persons on the evaluation committee. This notification should be no later than December 1.

SUBMISSION OF THE EVALUATION PLAN

The selected evaluation committee submits an evaluation plan to the Faculty Senate Executive Committee by February 1 for approval by a majority vote of the FSEC's total voting-eligible membership. The plan should include a summary of the job description of the administrator being evaluated; the evaluation instrument; a list of the eligible participants who will be invited to complete an evaluation; and the distribution method of the evaluation instrument for evaluation completion. When an administrative-review-eligible appointment is held by a tenured faculty member, the administrative review must assess their performance in the administrative position as well as meet the requirements of post-tenure review

as enumerated by the Kansas Board of Regents. A timeline for the evaluation process must also be a part of the evaluation plan to ensure completion of the evaluation process by April 1.

Plans not approved by the Faculty Senate Executive Committee should be reviewed and resubmitted for approval in time to complete the evaluation process by April 1. The evaluation committee shall develop the evaluation instrument using the administrator's job description as a basis with an option to include additional criteria relevant to the duties of the position. This instrument shall be developed into a digital survey. The survey shall be available to eligible participants for 7 to 12 class days.

COMPILATION OF RESULTS

The evaluation committee is charged with developing a summary report. The report shall include:

- a title page
- the names of the committee members
- an analysis of the numerical data and comments
- the procedures followed by the committee's evaluation plan, and the identity of the identity of the independent administrator of the survey
- a list of eligible participants (e.g., faculty, staff, students signatures of each committee member verifying agreement with the report or minority report(s))

The chair of the evaluation committee will notify the Chair of the Committee on Campus Governance upon completion of the administrator review.

DISTRIBUTION OF RESULTS

When the results of the evaluation have been tabulated and compiled, copies shall be distributed to the President of the University, to the administrator being evaluated, and to the administrator's immediate supervisor.

Access to the evaluation of the administrators by parties other than those mentioned above is regulated by KAR 1-13-1a(a)(2); 1-13-1b. In order to protect the privacy of the evaluation results, the reputation of evaluated administrators, and the integrity of the evaluation process, the University President shall be the sole custodian of the administrative evaluations. Completed evaluation forms and other raw data shall be seen only by the evaluating committee and those providing administrative assistance, and shall be destroyed once the process is complete. The evaluation results shall be treated with the same regard as any faculty evaluation and as required by law.

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