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### AS Minutes 2008 03 05 Cover Letter for IDEA Survey Final

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February 27, 2008.

Dear Colleagues,

Thank you for your continued participation in the process of evaluating our academic administrators. During March, you will be receiving correspondence from Sister Therese inviting you to participate in the final phase of the evaluation of Dr. de la Motte, through the IDEA Survey. Sister Therese's invitation will contain all the information necessary for accessing the evaluation instrument. We encourage your participation as a reflection of the restored role of the faculty in this important matter, and in the spirit of renewed collegiality and collaboration.

As you will recall, the evaluation of Dr. de la Motte has initiated a new pilot process for faculty input into evaluating academic administrators at Salve Regina University. The process, steered by an elected committee of faculty (the Evaluation Process Committee, or EPC), and shaped by your input at a variety of points, has taken shape during the 2006-7 and 2007-8 academic years.

While the President is ultimately responsible for evaluating administrators, her assessment will only be complete when it includes input from the faculty. To provide ample opportunities for such dialogue, the process includes the following steps (this year's timeline is specified in parenthesis):

Step 1: Department chairs and program directors provide information to the appropriate administrator through their annual report or program review, and the departmental narrative of their annual budget request. (June 2007.)

Step 2: At the official opening of the academic year, the designated administrator presents to the faculty his/her job description, progress on past goals and identification of new goals as developed with the President and/or VPAA in light of faculty input. (August/Sept. 2007: Dr. de la Motte's summer letter to faculty and his report at the opening faculty meeting.)

Step 3: The EPC will receive and synthesize any questions or concerns raised by step 2 and will meet to discuss this information with the designated administrator/s. (Sept./Oct. 2007: EPC distributed form for faculty feedback & met with VPAA re results.)

Step 4: Faculty Forum to continue dialogue with faculty and designated administrator; the administrator addresses faculty input and questions from preceding steps. (The Faculty Forum with Dr. de la Motte occurred Oct. 24, 2007.)

Step 5: Dialogue between faculty and the designated administrator/s continues during annual meetings between administrators and the departments and/or programs under their purview. [Dr. de la Motte met with individual departments between Sp2007 and

Sp2008; he also met individually with department chairs/program directors in F2007/Sp 2008, particularly addressing goals related to teaching load reduction.)

Step 6: In the spring, faculty provide their perceptions of the Administrator's performance via the electronic survey "Faculty Perceptions of Academic Dean." (NB: This survey will be used to assess the Vice President of Academic Affairs as well as the Deans.) The President and the Administrator receive the results and use the data to plan. (The EPC solicited faculty feedback on the design of this survey in Oct/Nov. 2007. For this year's assessment of the VPAA, full-time faculty will be invited to complete the on-line survey between approximately March 19-31<sup>st</sup>.)

Step 7: During the opening meeting of the next academic year (see step 2), the designated administrator will share his/her response to the results of the preceding year's process.

Thank you in advance for your participation.

Sincerely,

*The Evaluation Process Committee*

Camille Allen	Martha Rose
Ronald Atkins	Donald St. Jean
Arthur Frankel	Diane Tomkinson (chair)
Symeon Giannakos	Lisa Zuccarelli
Dimity Peter	