2023-2024-Faculty Rating of Administration Committee Annual Report

I. New Committee Charge to reflect the ongoing survey improvement process.

FRAC Charge 2024 – **Revised Charge Approved by Faculty Senate 4/18/24:**

The committee is responsible for recommending policies, procedures, and instrumentation to the Senate for the rating of administration by faculty and for seeking to continuously improve the survey process to provide meaningful feedback to administrators. This can be achieved by:

- Providing a clear understanding of the survey process and purpose.
- Providing clear and complete survey instructions.
- Seeking evidence-based criteria for performance appraisal evaluation and feedback.
- Aligning the survey process with UTC strategic objective of improving performance feedback.

II. Response Rate

The Faculty Rating of Administration Committee successfully administered the leadership evaluation survey in October 2023. The survey response was 30.4% (N-326) including full and part time faculty. The results of the surveys were distributed to faculty 2/27/24 but do not include open-ended comments. Survey questions were reviewed and revised prior to the distribution of the FA23 survey.

III. Challenges:
- Survey response rate.
- Faculty being asked to evaluate administrators they have little or no contact or interaction.
- Improving survey feedback to be more meaningful to administrators being evaluated.

IV. Recommendations for FRAC members AY 24-25:
- **Utilize Skip Logic** (Cindy Williamson confirmed this is possible) Survey skips to the appropriate page, faculty provide feedback for administrators they have regular contact and interact with based on respondent's answers.
- Review evidence-based consultation report provided by Dr. Chris Cuningham (attached).
- Consult with Former FRAC Committee Chair (or members) and committee survey consultant Dr. Cunningham **link** to consultant evidence-based recommendations.
  https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:49d1a25c-d4c0-3302-a1a0-872d1b5b5a11
- Review, revise survey questions.
- Review, revise survey invitation.
- Align survey process with Total Organization Health tenants.

V. Recommended evidence-based survey revision for AY 24-25 (after consultation with Dr. Chris Cuningham).

2023-2024-Faculty Rating of Administration Committee Annual Report

Recommended Survey Invitation AY 24-25

Dear Faculty,

Now is your opportunity to evaluate and provide constructive feedback to help improve the performance of administrators with whom you work here at UTC. This Faculty Rating of Administration Survey will be available to you from now through *date*, **at 11:59 pm**. This year's evaluation is streamlined and refocused on competencies and characteristics associated with administrator performance that you are uniquely situated to evaluate. Thank you for taking a few minutes to provide your input as part of this important feedback process; you can access this evaluation using the link provided at the bottom of this email.

This annual evaluation is managed by the Faculty Rating of Administration Committee, which reports directly to the UTC Faculty Senate. The purpose of this evaluation is to provide all UTC faculty with an opportunity to evaluate and offer feedback regarding the performance of their administrators. This evaluation is being administered now, so that the results will be available early in the spring semester to inform the annual evaluation of our administrators. The data generated by this process are essential, and both quantitative data and qualitative comments are provided to the administrator being evaluated as well as to the administrator's immediate supervisor.

You will have an opportunity to provide performance-related feedback for all administrators with whom you have regular interaction and feel confident to evaluate with respect to the performance dimensions listed above. Please note that you are not being asked to evaluate "the administration" in general, but rather specific administrators with whom you have worked in the past 12 months.

We appreciate your participation in this feedback process and guarantee the confidentiality of your responses. The information you personally provide are only included in aggregate summary reports and any written comments you provide are only shared with the administrator being evaluated and their supervisors. Unless you identify yourself in these comments, the information you provide through this feedback process cannot be traced back to you personally. Despite this, you are expected to demonstrate professionalism in your ratings and open-ended feedback. This is the only way this type of feedback process can lead to positive next steps.

To ensure each faculty member only provides one set of ratings, each faculty member receives their own individual link; do not share your link with others. Please note that this is not done to track who responds, but rather to ensure the same person does not respond more than once (a situation that would negatively affect the quality of the ratings data and potentially mean that you would spend more time on this process than necessary). Shortly after the review period ends, summary reports of quantitative data are made available online to all faculty after all the results are tallied and distributed to the administrators. Administrators are then encouraged to respond to the feedback they received by communicating with the faculty in their respective area(s). Reports containing results will not identify you and administrators cannot access individual responses.

If you encounter issues while completing the survey, please contact the Office of Accreditation and Assessment by emailing Cindy Williamson at cynthia-williamson@utc.edu. Other questions about this survey can be directed to the chair of the Faculty Rating of Administration Committee, ** at **@utc.edu.

Thank you,
Faculty Rating of Administration Committee

Recommended Survey Questions AY 24-25
Using SKIP Logic based on interaction or contact with administrator.

Thinking back on what you have observed in your personal interactions with this administrator over the past 12 months (not on information you may have heard from others), please indicate your level of agreement or disagreement with each of the following statements. In these items, note that "area" refers to a particular division, unit, or department that a given administrator oversees or manages.
In their area, this administrator… [Suggested response format: 1=Disagree strongly to 5=Agree strongly; 6=Unable to evaluate]

1) Consistently demonstrates adherence to/alignment with UTC's core values **(considered as an overall set):**
- We believe that students are the reason our institution exists.
- We affirm the essential function of a liberal arts education.
- We commit to transformational engagement with our community.
- We nurture a culture of creativity, scholarship, and innovation.
- We embrace diversity and inclusion.
- We pursue excellence in all that we do.
- We live integrity and civility.

Recommendation to consider separating concepts for questions 2 &3.

2) Supports faculty development in a manner consistent with UTC's values (listed above) and mission: "The University of Tennessee at Chattanooga is a driving force for achieving excellence by actively engaging students, faculty and staff, embracing diversity and inclusion, inspiring positive change and enriching and sustaining our community."

3) Consistently displays a high level of professionalism as an administrator, which includes the following components (as defined by the American Association of University Administrators) to include demonstrating the following: Integrity and Honesty, Fairness and Equity, Accuracy and Transparency, Confidentiality and Privacy, Mission Alignment.

4) Facilitates access to training and development opportunities for faculty.
5) Demonstrates an ability to make decisions efficiently and effectively.
6) Communicates clearly how decisions affecting faculty are made.
7) Gathers and considers faculty input when making faculty-related decisions.
8) Demonstrates strategic (intermediate to long range) planning/thinking when allocating resources.
9) Provides timely and clear feedback to set appropriate, achievable goals.
10) Clearly and effectively communicates about changes when they are needed.
11) Manages processes with clear attention to budget and other available resources
12) Demonstrates consideration of available financial, material, and people/talent resources when assigning work-related tasks, responsibilities, and roles.
13) Supports shared governance, collaborates with faculty.
14) Demonstrates a willingness and ability to have difficult conversations with faculty.
15) Holds faculty accountable for fully addressing their responsibilities.
16) Consistently follows-up/responds to faculty concerns in their area.
17) My frequency of contact or interaction with this administrator is ___. [special response options: 1=Less than desired, 2=Just enough, 3=More than desired]
18) **Comments:** Please briefly explain or provide examples to support any ratings/responses above that were strongly negative or strongly positive.

2023-2024-Faculty Rating of Administration Committee Annual Report

Annual Report Respectfully Summitted,
Faculty Rating of Administration Committee AY 23-24

	Shellie Acocello	CHEPS
	Henry Spratt	CAS
	Carolyn Padalino	CHEPS
	Jennifer Beech	CAS
	Francesca Leasi	CAS
Chair	Bernadette DePrez	CHEPS
	Nora Ketron	Library
	Katie Hargrave	CAS
	Ashley Howell	CAS
	June Hanks	CHEPS
	Tom Rybolt	CAS
	John Swanson	CAS
	Lyn Jones	CAS
	Darrell Walsh	CAS
	Lisa Burke-Smalley	RCOB
	Carrie Lowe	Student Rep.
	Jacob Swafford	Student Rep.
	Cindy Williamson, OPEIR (ex officio)	