

# Administrative Faculty PTR FAQ's List

12.4.2023

**Q1: Who are the "Above" and "Peer" reviewers for a Dean?**

A1: The "Above" and "Peer" reviewers for a Dean are from outside the college. All Chairs and Assistant/Associate Deans evaluate the Dean as direct reports, in addition to all permanent full-time faculty and staff in that college.

**Q2: Who are the "Above" and "Peer" reviewers for an Assistant/Associate Dean?**

A2: The "Above" and "Peer" reviewers for an Assistant/Associate Dean (AD) are from outside the college. All Chairs and other AD's evaluate the AD reviewee, in addition to all permanent full-time faculty and staff in that college. In short, for "Peer", all AD's in the college receive the survey, so the AD reviewee needs to secure other AD's from outside the college. For this group (AD's), it is left up to the AD reviewee and the Dean to decide the makeup of the 5 "Above" and 5 "Peer" reviewees irrespective of the reviewer's administrative rank. The selected reviewers at each level are expected to be individuals from outside the college who work regularly with the AD reviewee, who can provide meaningful and constructive feedback, and assist the Dean to make a sound assessment of the AD reviewee's performance.

**Q3: Can an Assistant/Associate Dean invite reviewers above the Dean's rank (AVPs/VPs) who work regularly with the administrator?**

A3: Yes. Please see Q2.

**Q4: Can Assistant/Associate Deans share their portfolios with faculty and staff in their Colleges?**

A4: No. If Assistant/Associate Deans have concerns about their portfolios, they should consult with their Dean.

**Q5: Will the Chair or School Director being reviewed task the DFC with reviewing the Admin PTR survey feedback?**

A5: No. The PTR Coordinator contacts and informs the DFC Chair of the task to review the admin PRT survey feedback and discuss the findings with the reviewee's supervisor (Dean). The DFC includes one permanent full-time staff representative elected from and by the staff in the Chair's department. The DFC Chair coordinates this election.

**Q6: Will the Dean being reviewed task the CFC with reviewing the Admin PTR survey feedback?**

A6: No. The PTR Coordinator contacts and informs the CFC chair of the task to review the admin PTR survey feedback and discusses the findings with the reviewee's supervisor (Provost). The CFC includes one permanent full-time staff representative elected from and by the staff in the Dean's College. The CFC chair coordinates this election.

**Q7: When a Chair or School Director is being reviewed, should the supervisor send the list of subordinate reviewers (list of ALL full-time faculty and staff in that department)?**

A7: No. The PTR Coordinator obtains the list from Academic Affairs and sends it to the supervisor to review for accuracy and to add the 5 "Above" and 5 "Peer" reviewers. The list includes the reviewer's names, emails, titles, unit (Dept/College/etc.), and 360-Level ("Above" or "Peer").

**Q8: When Assistant/Associate Dean or Dean is being reviewed, should the supervisor send the list of ALL full-time faculty and staff in that College?**

A8: No. The PTR Coordinator obtains the list from Academic Affairs and sends it to the supervisor to review for accuracy and add 5 "Above" and 5 "Peer" reviewers. The list includes the reviewer's names, emails, titles, unit (Dept/College/etc.), and 360-Level ("Above" or "Peer").

**Q9: Can Assistant/Associate Deans evaluate a Chair or School Director?**

A9: Yes. Assistant/Associate Deans can only evaluate a Chair or a School Director identified as “Above” or “Peer” reviewers. AD’s don’t report to that Chair or School Director. In this case, the dean can decide on the 360-Level (“Above” or “Peer”).

**Q10: Can Directors and Executive Directors of non-academic units evaluate AD’s, Chairs, and School Directors?**

A10: Yes. Directors and Executive Directors can evaluate ADs, Chairs, and School Directors if they were identified as “Above” or “Peer” reviewers when/if no direct report relation exists. In this case, the dean can decide on the 360-Level (“Above” or “Peer”).

**Q11: How would a Dean with no Department unit be reviewed?**

A11: The Dean in this situation would be reviewed as a University Administrator, not Academic Administrator.

**Q12: How would a joint-appointment faculty participate in the review process?**

A12: A faculty with joint appointment in 2 or more colleges (joint home) would evaluate the AD’s and deans in those colleges, and the chairs or school directors of those departments.

**Q13: Can an administrator who formally held a role participate in the review process in that role?**

A13: No. As administrators move between positions, and they no longer serve in the position they were in, they can no longer participate in the review process.

**Q14: Can a reviewee invite Administrators from outside the College to participate?**

A14: Yes. A reviewee can invite “Above” and “Peer” reviewers from outside. If the reviewee’s rank/title does not resolve the “Above” or “Peer” question, it is left up to the supervisor to resolve that.

**Q15: Are Post-Docs considered permanent full-time staff?**

A15: No. According to HR, Post-Docs are considered limited term staff because of funding. Consistent with limited term faculty status, any staff who is limited term cannot participate in the review process.

**Q16: Are reviewees required to reach out to “Above” and “Peer” reviewers they list?**

A16: No. Reviewees are encouraged to list “Above” and “Peer” colleagues who they work with regularly and can provide constructive feedback. When a reviewee lists a “Above” or “Peer” reviewer, it is an indication that the reviewee and supervisor agree the colleague is a good reviewer. Reviewees are not required to get approval from their reviewers, as this ensures protecting the individuals who do choose to provide feedback. In short, knowing who agreed to review me, for example, would reduce confidentiality.

**Q17: How do the DFC and CFC include one staff member representative for the PTR survey feedback review?**

A17: The faculty handbook states: *“Each shared governance body will include one staff member for the review”*. It does not say how to select/elect the staff member representative. Following the common practice of nomination and election of faculty members for a Department/College/University committee, the staff representative should be nominated and elected by the staff members in the department or college. The nomination should not be done by the DFC/CFC or the Chair/Dean. The staff members should decide who represents them on the DFC/CFC for this task. The DFC/CFC should manage the nomination and election process. The DFC/CFC chairs are recommended to consult with their chairs and deans for more guidance as needed.

**Q18: Does the entire DFC/CFC need to participate in the PTR survey feedback review?**

A18: The new policy does not provide explicit guidelines for this question. The policy intent is to have the DFC/CFC, in consultation with the unit leadership, decide whether the entire committee or a selected subset of the committee would review the PTR survey feedback. In the case of a subset, the DFC/CFC should manage the formation of such subset. The DFC/CFC chairs are recommended to consult with their chairs and deans for more guidance as needed.