

## **Review Procedures for Administrative Officers of the Indiana University Libraries, Bloomington**

Submitted to BLFC by the  
BLFC Faculty Standards Committee  
DRAFT 5/11/04

### **Rationale**

1. Review provides a formal, systematic way for the library faculty to have input into assessment of administrative officers, hereafter referred to as administrators, the vast majority of whose activities bear directly on the library faculty and academic library services.
2. Review provides a structured mechanism for feedback and advice for the improvement of the administration of Indiana University Libraries, Bloomington and for the maintenance of excellent and effective administrative performance.
3. Review provides positive reinforcement and feedback to administrators, because their efforts and the services they administer will be reviewed at regular intervals. Favorable performance will be endorsed by the constituencies to which the administrator has responsibilities.
4. Review encourages both the administration collaboratively and the administrator individually to set appropriate goals and to evaluate progress in meeting those goals.
5. Review extends beyond the efforts and services of the individual administrator and benefits the academic unit, because
  - A. In general, it stimulates internal review of the efforts and services for which the administrator is responsible, a process that may be most beneficial to the Indiana University Libraries, Bloomington, and
  - B. It allows those most directly affected (i.e., the faculty, students, and staff) to study the administrator's responsibilities and his or her performance in meeting those responsibilities.

## I. Review Procedures

1. Administrators holding positions bearing directly on campus-wide services and mission of the Indiana University Libraries, Bloomington shall have their performance and that of their offices evaluated regularly by a process referred to as a Review. Review shall apply to the following library administrators:
  - A. Executive Associate Dean
  - B. Other positions as designated
2. The review shall be conducted after the end of the third year in office and at recurring intervals of four years.
3. By February 1 of each academic year, the Ruth Lilly University Dean of University Libraries shall provide the BLFC with a list of all administrators subject to Review the following academic year.
4. The Dean shall make his or her requests for the creation of Review Committees simultaneously with the announcement of the administrators to be reviewed. He or she shall have responsibility for selecting the membership of the Review Committees. The Committees shall be formed by July 1, according to the following provisions:
  - a. There shall be one Review Committee for each administrator.
  - b. The majority of the members of the Review Committees shall be library faculty.
  - c. A peer administrator from outside the Library shall be appointed to the Review Committee.
  - d. The BLFC shall submit a list of prospective Review Committee members to the Dean.
  - e. The list shall contain approximately one-third more names than requested by the Dean, so as to provide him or her some choice in appointments to the committee.
  - f. In addition to receiving nominations for the Review Committee from the BLFC, the Dean shall solicit nominations from representative student groups when appropriate as well as nominations drawn from other appropriate constituencies.
  - g. Before being made final, the composition of the Review Committee shall be submitted by the Dean to the BLFC for discussion.
  - h. The Dean shall appoint the chair.
  - i. Each Committee shall have 6 months to complete the review of an administrator.

## II. Review Committee Operating Guidelines

1. The Dean and the Secretary of the BLFC shall convene the Review Committee. The Dean shall provide the Review Committee with a description of the duties and responsibilities of the administrator being reviewed, as well as arrange for reasonable and adequate staff and financial support for the activities of the Review Committee.
2. The Review Committee shall meet with the administrator before the review commences in order to understand the context and demands of the position. The administrator shall provide the Review Committee with a statement of accomplishments for the review period before the meeting.
3. The Review Committee shall use scientific techniques and procedures to collect data. The use of already tested instruments, such as those developed by the Center for Survey Research, is strongly recommended. The Committee is encouraged to conduct its Review in a manner that is consistent, fair and sensitive to both the person under review and the respondents. The following questions shall be included as a minimum:
  - a. Has the administrator worked with appropriate constituencies to set goals and objectives for the unit?
  - b. To what extent does the administrator facilitate the achievement of these goals?
  - c. How effectively does the administrator represent and promote the unit to persons within and outside the unit?
  - d. How effectively does the administrator relate to the faculty, students, and staff?
  - e. How effectively does the administrator execute the duties and responsibilities of the position?
  - f. How can the operations of the unit be improved?
4. The Review Committee will not consider anonymous submissions. Surveys shall be administered in accord with customary practices designed to ensure the integrity of the process and to protect the identity of respondents by removing the names of respondents before survey results are released to the administrator under review or others.
5. Administrators being reviewed must be given access to survey results and to other materials considered by the Review Committee along with an opportunity to respond or to comment before the Committee prepares its reports.

### **III. Review Committee Report**

1. Once the report of a Review Committee is available, the Review Committee shall:
  - a. Provide the reviewed administrator with a copy of the report, and
  - b. Meet (not less than three days later) with the administrator being reviewed to discuss its findings with him or her and to solicit reactions.

The Review Committee then shall meet with the Dean to submit and discuss its report.

(Submitted by the BLFC Faculty Standards Committee to BLFC, 5/11/04)