

**The University of Texas at Tyler**  
**AIE Office Procedural Guidelines**  
**Faculty Surveys for Academic Administrators**

## **Protocol**

**Purpose:** The purpose of the survey is to provide an opportunity for anonymous input from all faculty in the respective units to assist the administrator in identifying strengths and areas of improvement in administration, research and teaching (if appropriate), and service. ([UT Tyler Handbook of Operating Procedures \(HOP\) 3.3.1.D](#))

**Who will be evaluated** Academic administrators at UT Tyler include the provost, deans of colleges, chairs, directors, and assistant or associate deans who have management responsibilities for an academic unit/department/school. (UT Tyler Handbook of Operating Procedures 3.3.1.C)

Each college will develop the faculty evaluation survey for assistant or associate deans because of the variance in responsibilities and roles among colleges.

**Who is eligible to evaluate** All full-time faculty evaluate the provost, all full-time faculty in the college evaluate the academic dean, and all full-time faculty in the school/department evaluate the director/department chair. Full-time faculty in programs with fewer than five full-time faculty receive the department chair survey by chair request and upon approval of the college dean.

**How surveys are developed and maintained** The Assessment and Institutional Effectiveness (AIE) Office collaborates with Faculty Senate, Chair's Council, Academic Deans, and the Provost's office to develop and update the academic administrator evaluation surveys. Surveys are reviewed regularly for current relevance and to ensure alignment with UT System [Regents Rule 31101](#), *Evaluation of Administrators*; [UTS182](#), UT Systemwide Policy on *Selection, Appointment, Roles and Responsibilities, Evaluation, and Training of Department Chairs at Academic Institutions*; and the [UT Tyler HOP 3.3.1](#), *Evaluation of Academic Administrators*.

The surveys are developed and housed in Qualtrics with access granted to AIE staff.

**How surveys are administered** The AIE Office is responsible for scheduling reviews of the surveys with the Faculty Senate and the Provost's office on a regular basis. The AIE staff contact each academic dean's office to obtain a list of all current full-time faculty by program in early September. All eligible faculty are invited to complete the surveys via a personal email invitation through the Qualtrics Mailer that includes links to the appropriate surveys. Faculty receive a reminder email at the mid-point of the survey window and again as a final reminder one to two days prior to the survey close date.

**When surveys are disseminated** AIE staff launch the survey in late September and close the two-week survey window in early October to ensure results are collected prior to annual appraisal reviews by the supervisors.

**Problems and technical issues** If faculty experience difficulties in completing the surveys, they may contact the AIE Office at [aie@uttyler.edu](mailto:aie@uttyler.edu).

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## **Reporting**

***Who generates the reports with access to raw data*** AIE staff generate reports in Qualtrics. All reports include aggregate data only. Responder comments are included in the reports.

***How anonymity and confidentiality are ensured*** AIE staff do not use the list of faculty invited to participate in the survey beyond inviting and reminding faculty to participate. Reports are released in aggregate form only including comments.

***Who receives the reports*** The AIE staff email reports for directors/department chairs to the individual, to the respective college dean, and to the Provost. The reports for associate/assistant deans are distributed to the individual, the appropriate college dean, and to the Provost. Reports for deans are emailed to the individual and to the Provost. Reports for the Provost are shared with the individual and with the president.

***How evaluation results are used*** Reports are included as part of the annual performance appraisal by the appropriate immediate supervisor. The annual survey reports may be included in the four-year Comprehensive Evaluation of academic administrators.

## **Related Policy Statements**

[Regents Rule 31101](#)

[UTS182](#)

[UT Tyler HOP 3.3.1](#)