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Date November 15, 2022

To Gokhan Karahan, Chair, Faculty Alliance

From Pat Pitney, President 

CC Memry Dahl, CHRO
Sean Parnell, UAA Chancellor
Daniel White, UAF Chancellor
Karen Carey, UAS Chancellor
Paul Layer, Vice President for Academics, Students and Research
Michelle Rizk, Vice President for University Relations

Re Faculty Alliance RFI re Annual Reviews and Salary Surveys

Thank you for the Faculty Alliance memo dated August 26 requesting information on annual reviews and salary surveys for executive administration.

Consistent with Board Policy P04.07.030¹, I review all my direct reports annually and I expect that my direct reports, including the chancellors, do the same for their teams. For reference, pasted below are the questions I ask my direct reports to address in their self-evaluations. We discuss this self-evaluation, along with my observations and informal feedback from colleagues as part of the review. The Board of Regents reviews my performance; Regent Hughes, as chair of the governance committee, is leading this process.

In addition to the annual review by supervisors, the UAF Faculty Senate has a well-established process for periodic review of administrators at the Dean/Director level and above that allows for substantial faculty and staff input. The UAF Faculty Administrator Review Committee is a permanent committee with well-defined processes for providing feedback to senior UAF administration. UAS faculty governance archives indicate that there once was a Faculty Administrator Review Committee, however it does not appear to be active. At UAA, the Faculty Senate has a standing committee called the Institutional and Unit Leadership Review Committee, although it is also not clear how active it is or what its current processes are.

Salaries for executives are typically reviewed when vacancies are being filled. We use the annual salary survey from the College and University Professional Association for Human Resources (CUPA-HR) as one

¹ **P04.07.030. Performance Evaluation.**

A. The performance of each employee will be evaluated annually and written evaluations will be used as a basis for personnel actions. Performance evaluations will include discussions of the position duties, responsibilities and purpose as defined by the supervisor, performance and conduct, review of progress, and as appropriate, planning for more effective performance. The review will include an opportunity for the employee to ask questions concerning work assignments and performance expectations. Written performance evaluations will be communicated to the employee and will be placed in the employee's official personnel file.

B. Written evaluations will be sufficiently specific to inform and guide the employee toward achieving major goals and objectives for the employee's position as determined by the supervisor. The employee will have an opportunity to respond to the performance evaluation in writing. Employee performance review guidelines appropriate to officers of the university and senior administrators, and exempt and nonexempt staff will be established in University Regulation. Evaluation of faculty will be consistent with P.04.04.050 - 04.04.056

tool in establishing salary, striving to be competitive with the market median for peer institutions and considering the market for that sector at the time of recruitment. The most recent listing of peer institutions for both the UA system and each university is attached; this list is also linked from the UA Institutional Research website (<https://www.alaska.edu/ir/data/index.php>)

President's Direct Reports – Self-Evaluation Questions

(Please provide no more than 2-3 pages for discussion.)

FY22 In Review

What are your major accomplishments for this year?

How have you encouraged innovation in your teams?

At what did you not succeed or complete, and what have you learned from it?

What have you done for your own professional development this year?

What was the hardest part of your job this year? What can you do about it? What can I do about it?

What have you done to develop the skills of your direct reports this year?

What have you done to foster teamwork among your university colleagues and the staff who report to you?

When did you last complete written evaluations of each of your direct reports? If not in the last 12 months, when will all be completed?

Who are the top staff in your area or your university colleague's area whom we should look to for future leadership opportunities?

What issues (if any) do we need to discuss regarding your performance?

FY23 Looking Forward

What are the biggest challenges you face in the coming year?

What highest priority services you will pursue in the coming year on behalf of the universities, Board, system office (in that order)?

What are your plans for staff development next year?

What are your personal professional development plans next year?

What can I do to better support your work and professional development?