**MOTION: Change from Paper-Based to Electronic-Based Evaluation
of the Deans/University Librarian
Referred by: The Governance Committee**

Motion

The Faculty Senate recommends moving from the paper-based evaluation of the Deans/University Librarian to an electronic-based evaluation.

Rationale

Section 1.4.3.1 of the Radford University Teaching & Research Faculty Handbook and Section 1.10 of the Administrative & Professional Faculty Handbook identifies the process for the conduct of the evaluations of the Deans and the University Librarian. The Governance Committee of the Faculty Senate has been tasked by both handbooks with the administration, processing and reporting of these evaluations. There is no language in either handbook that states the evaluation form must be paper-based. There are several advantages to moving to an electronic evaluation. They include:

- The assurance of more accurate results. In past years the form was scanned. However, because of errors in completion of these forms, there were always forms that needed to be manually entered. An electronic version would eliminate this problem.
- In the paper-version, all of the written comments must be typed by members of the Governance Committee. In some cases, the handwritten comments are difficult to interpret requiring the subjective interpretation of the committee members.
- The Radford University Personnel Timeline requires the Governance Committee to provide the Provost with evaluation summaries two weeks after the deadline date for faculty to return their evaluations to the Chair of the Governance Committee. This means that with the paper version all data processing, typing of written comments, statistical analysis of the results, and preparation of quantitative and written summary reports must be completed in two weeks. The fact that this occurs at the end of the Spring semester makes this task even more difficult to accomplish.
- The electronic version would be more secure than the paper version. Using WebCT to administer the evaluation would ensure that the evaluation can be submitted only once per faculty member. Additionally, there would be no issues with an evaluation getting inadvertently lost in the University mail or by members of the committee. When capturing the data in WebCT, the individual submission is completely anonymous. No names, IP addresses or other identifiers are captured in the data set (see attached output from a sample survey). The WebCT "courses" can be created and administered by the Office of Institutional Research who can then forward the resulting data to the Governance Committee.
- The electronic version would provide a cost savings to the University in both materials and labor. The following costs are incurred in administering the paper version of the evaluation. Special paper must be ordered so that the quantitative portion of the evaluations can be scanned. Each form must also be individually printed (so that it can be successfully scanned). Additionally, each evaluation is placed in an individual manila envelope that is labeled by individual faculty member. This takes a great deal of administrative time and is costly in terms of materials. The electronic version would have no costs associated with its administration.
- An electronic evaluation is in the spirit of the University's focus on sustainability and would show a good faith effort of the faculty toward this effort.

Screen Shot of Survey Results in WebCT