

Senate Chair Survey On the State of Shared Governance On Their Campus

Procedures

The following document serves as an overview of and procedures for the Senate Chair Survey of the State of Shared Governance on Campus. The primary user of these procedures are the Senate Chairs.

Purpose/Justification

The purpose of the survey is to strengthen shared governance in the USM. It strengthens shared governance by surveying the Senate Chairs or their equivalent position regarding the state of shared governance on the individual campuses. The authority for the survey is excerpted from Section 1, Purpose of the CUSF Constitution. This survey *advises the Chancellor*. Determining the state of shared governance within the System is to *make recommendations on matters of System wide professional and educational concern to the faculty*. Section 1 of the Constitution with highlighted sections is provided below.

ARTICLE I (3.01-2.00 Constitution of CUSF)

Section 1. Purpose.

The Council of University System Faculty **advises the Chancellor** and reports regularly to the Board of Regents. Its responsibility will be to consider and **make recommendations on matters of System wide professional and educational concern to the faculty** and matters to which faculty bring special expertise. (Note: Highlights added)

The primary use of the survey is by the Chancellor in his annual performance evaluation of the Presidents during April. It provides the Chancellor with substantive data and feedback on improving share governance practices within the individual institutions.

Who Completes the Survey

The survey is completed by the Senate Chairs or their equivalent position within the governance structure. When creating the procedures for the survey, CUSF ExCom attempted to keep the process from becoming too cumbersome, bureaucratic, and overly burdensome. Hence, the recommended options for completing the survey are provide below. Most Senate Chairs will find Option #2 or a variation of it as the most satisfactory approach. It is inclusive and practical in its approach.

Option #1: Senate Chair Competes the Survey Alone – The Senate Chair can complete the survey alone. The Senate Chair may or may not consult with other faculty prior to completion of the survey. As the title of the survey indicates, it is a survey of Senate Chairs.

Option #2: Senate Chair Completes the Survey in Conjunction with Their ExCom – Most Senate Chairs will find this the most practical approach. There are many variations to this approach. Usually, the Senate Chair will complete the survey during one of their ExCom meetings. Normally, ExCom discusses

each question and the Senate Chair reflects the consensus. The Senate Chair may take a vote, simply reflect consensus of ExCom, or complete the question him/herself based on the input provided by ExCom.

Option #3: Senate Completes a Survey of the Faculty – This approach has been tried, but most Senate Chairs will find it more burdensome than necessary. Consider two variations of this approach. The first is to survey the faculty with a survey. It may be more cumbersome than needed. A second variation to this approach is to discuss the issue at a Senate meeting prior to an ExCom meeting and use Option #2. This would provide additional faculty input without being too cumbersome.

Remember, the objective of the survey is to determine the state of shared governance on each of the campuses within the System. It needs to be reasonably representative of the state of shared governance on each campus. By sharing the input into the survey with others such as the Senate ExCom increases this input and removes some of the pressure on the Senate Chair.

Time Period

The primary time frame for the survey is the previous calendar year.

Time Lines

It is recommended that the data be collected in December or early January and the survey completed by the Senate Chair during this time frame. To be used by the Chancellor in his evaluation of the Presidents, the completed report or at least a preliminary report needs to be completed by mid-March.

- **Fall Senate Chairs Meeting (October)** – The survey, collection of data and use of the survey are discussed during the fall Senate Chair's Meeting. The fall meeting usually occurs during October or early November at the latest. Any changes to the survey may be made at this time. One word of caution is that the more changes made in the survey instrument, the more difficult it is to create a longitudinal analysis.
- **December/January** – During December or early January, the Senate Chairs complete the survey using one of the previously discussed options. The completed surveys are returned to the Vice Chair of CUSF and copied to the Chair of CUSF.
- **March 10th** – The completed surveys are due prior to March 10th or the Friday of the first full week in March.
- **March 31st** – The CUSF Chair completes the final report by March 31st. Depending on circumstances, an interim or preliminary report may be completed at this time.
- **April 1st** – The Chancellor has the report to use in his evaluation of the Presidents.
- **Spring Senate Chairs Meeting (April)** – Observations and comments are provided by the Senate Chairs on survey and its process if needed.

CUSF ExCom Officer's Responsibilities

The responsibilities for conducting and completing the survey and report are divided between the Vice Chair and Chair of CUSF. The Vice Chair of CUSF is responsible for collecting the data. The Vice Chair is responsible for working with the Senate Chairs including the organization of the fall and spring Senate Chair's Meeting.

The Chair of CUSF is responsible completing the report submitted to the Chancellor.

New Presidents

Often the university has a new president who at the time of the survey has served three or four months at best. The Senate Chair should complete the survey as best as possible understanding that there is incomplete information.

Final Product

There are two final products. The first is the full report. It is an internal document shared with the Chancellor and the Vice Chancellor of Academic Affairs. The written document is not shared with the Senate Chairs. The second document is the executive summary. The executive summary is a public document for public consumption.

The report is written by the CUSF Chair. The CUSF Chair reserves the right to edit the report for the protection of individuals and the institutions. When creating the process, one scenario envisioned was a rogue senate chair who completed the survey in an rouge and unrepresentative fashion. To date, there has not been a need to edit any of the information collected. This disclaimer helps to reduce the impact of this situation.