

Policy Statement on Assessment of Senior Administrators **Surveys by the APUO**

Version 1.4 – Amended by the Executive Committee March 15, 2016

1. The APUO shall participate in the assessment of Senior Administrators by conducting surveys of academic staff members. Surveys shall be entirely anonymous.
2. Surveys shall be conducted in the winter term according to the following schedule:

Where the length of the contract is:	surveys will be conducted
less than 4 years	just prior to renewal point*
4 or 5 years	just prior to the two year point and the renewal point*
6 or 7 years	just prior to the three year point and the renewal point*
8 years or longer or indefinite	just prior to the three year point, every three years thereafter and at the renewal point*

* or at any other time as deemed necessary by the Executive Committee.

3. Surveys will be circulated to academic staff as follows:

Position	Survey Recipients
<ul style="list-style-type: none"> • President 	<ul style="list-style-type: none"> • all APUO members
<ul style="list-style-type: none"> • VP Academic & Provost, VP Research 	<ul style="list-style-type: none"> • all APUO members (with or without librarians)
<ul style="list-style-type: none"> • Deans and University Librarian 	<ul style="list-style-type: none"> • all APUO members with a primary appointment in the Faculty or Library • all APUO members with a cross-appointment in the Faculty • upon request, librarians assigned in one faculty

4. The quantitative and qualitative results of surveys shall be compiled in confidence under the authority of the APUO Administrative Director. Neither the qualitative nor quantitative results of the surveys shall be provided to the APUO Board of Directors members nor any other individuals, except as provided for in items 5 and 6 below.

5. The results of the surveys shall include the total number of members surveyed and the respective response rates.
 - a. Where the response thresholds for distribution of results to the membership are met:
 - i. the quantitative and qualitative results shall be provided to the individual being assessed, the individual's supervisor and the review committee (if applicable);
 - ii. the quantitative results shall be disclosed to the Executive Committee and the APUO Board of Directors members prior to being released to all members;
 - iii. the quantitative results shall be disclosed to all members as a supplement to the Association newsletter and will be published on the APUO website.
 - b. Where the response threshold for distribution of results to the membership is not met, but the threshold for survey compilation is met, the quantitative and qualitative results shall be provided to the individual being assessed, the individual's supervisor and the review committee (if applicable). In any such correspondence it shall be noted that the response threshold was not reached, therefore the quantitative results will not be distributed beyond this group.
 - c. Where the threshold for survey compilation is not met, the individual being assessed, the individual's supervisor, and the review committee (if applicable) shall be informed that there were insufficient responses to allow for an analysis to be prepared.
 - d. Thresholds:

Number of members surveyed	Threshold for survey compilation	Threshold for publication of results
100 or more	10% of members	20% of members
fewer than 100	10 members	10 members

6. Where the Administrative Director believes the qualitative results raise matters within the authority of an Officer of the Association, s/he may disclose the results to that Officer (for example, where survey results present information directly relevant to grievance matters, a Grievance Officer shall be provided with this information; where bargaining issues are raised, the Chief Negotiator may be informed). Where the Officer and the Administrative Director agree that such information shall be disclosed to others, they may do so while making appropriate efforts to preserve the anonymity of the respondent and the confidentiality of the results.
7. The base survey instrument shall be approved by the Executive Committee. The President and Administrative Director shall have the authority to add questions to or delete questions from this survey, based on the specific duties of the senior administrator and the unique circumstances in each faculty. In the case where the dean being reviewed is from the President's home Faculty, such decisions shall be made by the Executive Director and one officer from another Faculty.