

TITLE: Annual Performance Evaluation of University Administrators

AUTHOR: Director of Human Resources

APPROVAL DATE: April 15, 2013

EFFECTIVE DATE: April 15, 2013

PURPOSE: To ensure that all university administrators are evaluated in a timely and effective manner.

REVIEWER AND REVIEW DATE: Director of Human Resources
Spring 2023 and every 5 years thereafter

OPERATING DETAILS:

1. General

1.1. The administrative personnel of The University are the members of the president's cabinet, the associate vice president of academic affairs, and the academic deans. These administrators are responsible for formulating, interpreting, and implementing the mission, goals and policies affecting the activities of the University as a whole or a major element of the University. For purposes of this policy, the term administrator, as defined above, is used. Administrators are evaluated with respect to all personnel matters on the basis of excellence in performance and the promise of continued excellence in carrying out their duties and responsibilities.

1.2. The performance review shall be conducted by the immediate administrative supervisor and will include, when applicable, input from those directly supervised by the administrator under review. Each performance review shall contain, at a minimum, a discussion of the administrator's (1) performance with respect to assigned duties, (2) professional development, and (3) future potential and expectations.

2. Annual performance reviews are intended:

2.1. To involve each administrator in the formulation of objectives and goals related to their departments or divisions and their professional development;

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- 2.2. To assess actual performance and accomplishments in the areas of each administrator's responsibility;
 - 2.3. To promote the effectiveness of each administrator through articulation of the types of contributions they might make to the University community that will lead to greater professional development, recognition and rewards;
 - 2.4. To provide a written record of an administrator's performance to support personnel decisions;
 - 2.5. To recognize and maximize the special talents, capabilities and achievements, relevant to the position, of every administrator; and
 - 2.6. To identify weaknesses relevant to the position that should be addressed during the next evaluation period.
3. Procedures
- 3.1. The administrative head evaluates the administrator on the basis of written evaluation criteria and prepares a written assessment of the administrator's performance.
 - 3.2. The administrative head discusses the evaluation of performance and future expectations with the administrator, including any remediation of performance if deemed necessary.
 - 3.3. The administrator adds comments as desired to the written evaluation, including any follow up that may be necessary, before he or she signs the document, retains a copy and returns the original to the evaluator.
 - 3.4. The completed evaluations of administrators are maintained in the offices of Academic Affairs or Human Resources as appropriate.
4. Frequency of Reviews
- 4.1. Administrators shall be evaluated with respect to performance, professional development and future expectations at least once every 12 months. Evaluations shall be shared with the individual being evaluated no later than May 31 or such other date as is set by the President. The signed evaluations shall become a part of the individual's personnel records and be maintained in accord with any applicable accreditation regulations and in a manner that ensures confidentiality.