

## POLICY

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### Title: Review and Evaluation of Senior Administrators

#### Policy Statement

Senior University administrators shall be subject to a performance review annually, year review, and a periodic comprehensive review at intervals of no longer than five years.

#### Reason for the Policy

This Policy requires supervisors to conduct several types of performance reviews. Annual performance reviews are designed to recognize accomplishment, identify areas for improvement, and determine salary adjustments. The review conducted in the third year of appointment is designed to assess progress on goals and provide areas to address prior to the fifth year review. Comprehensive reviews are intended to assist supervisors in assessing the effectiveness of senior administrators in meeting defined institutional needs, including strategic goals and administrative expectations. The comprehensive reviews are also intended to provide constructive observations and guidance for improvement, including professional growth and development.

#### Applicability of the Policy

This Policy applies to senior administrators, defined for purposes of the Policy as the Provost and the Vice



# Appendix

## GUIDELINES FOR THE DESIGN AND CONDUCT OF REVIEWS

As stated in the Policy Elaboration, in view of the diverse responsibilities of senior administrators, and the nature of their units and areas of operation, the scope and content of the comprehensive review process for which the Policy provides will necessarily vary in relation to the administrator being reviewed. This Appendix provides general guidance regarding the design and implementation of such reviews. In general, evaluation shall occur in a manner flexible enough to be responsive to the mission of the University without undermining reasonable consistency of the process across units.

In addition to, and related to this Policy, is the Administrative Unit Review Process. The process of Administrative Unit Review is principally focused on the overall purpose of the University, to stimulate and improve the quality and efficiency of each unit of the University and to provide a collective basis of refined judgment by the members of each profession.

### Annual Performance Reviews

1. Supervisors will conduct annual performance reviews of all senior administrators under their direct supervision. The reviews will be conducted reasonably in advance of the conclusion of a fiscal year in progress.
2. The primary objectives of the annual performance review are to recognize accomplishment, identify any areas for improvement, set goals for the upcoming year, and determine compensation. Supervisors should actively engage administrators in the formulation of unit and individual performance goals consistent with strategic goals and institutional mission.
3. Supervisors will conduct individual meetings with senior administrators regarding their performance reviews. The supervisor may request, and/or the administrator may submit, a summary assessment.
4. Performance reviews will be reduced to writing and maintained confidentially in appropriate personnel records. An administrator may respond in writing to a performance review, and a copy of the response will be maintained proximately to the evaluation.
5. In addition to review of performance over the year in progress, the supervisor, in consultation with the administrator, will set written goals for the upcoming fiscal year. If, following consultation with the administrator, the supervisor modifies these goals or assigned responsibilities during the year, the modification will be reduced to writing and a copy provided by the supervisor to the administrator.
6. Senior administrators are otherwise subject to personnel actions, including appointment, reappointment, non-reappointment, suspension, and termination, in accordance with applicable University Bylaws and policies.

### Third-Year Performance Review

1. At the end of the third year of appointment. The primary objective of the evaluation is to facilitate continued improvement of the administrative leadership and management of the unit. Input will be sought from everyone who reports directly to the senior administrator under review and, separately, from the staff in the unit. The Vice President for Executive Operations will distribute and administer standardized evaluation forms in electronic format, so that confidentiality may be assured.
  - a. The standardized form shall have the following characteristics:
    - i. the form will use a combination of descriptive criteria upon which the senior administrator shall be ranked and opportunities for narrative comments to justify the ranks assigned;
    - ii. Participants may reveal their identity but are not required to do so; and



- ii. appoint a review team to assist him/her. With the approval of the President, or in his or her own discretion in the case of the President, a supervisor may retain a qualified external consultant to assess aspects of the administrator's operations or performance. The supervisor may request, and/or the administrator may submit, a written self-evaluation.
- 2. All input solicited will be maintained confidentially and competently summarized in writing. The senior administrator will receive a written summary of survey results, accompanied by the supervisor's written overall assessment based on the results and his or her own evaluation of performance over the evaluation period. The meeting will address the results of the comprehensive review process and provide constructive observations and guidance for any identified areas for improvement, including professional growth and development.
- 3. The Vice President for Executive Operations will maintain a record of the comprehensive performance appraisals and the individual evaluation forms in appropriate personnel records. An administrator may respond in writing to a review, and a copy of the response will be maintained proximately to the evaluation.
- 4. Senior administrators are otherwise subject to personnel actions, including appointment, reappointment, non-reappointment, suspension, and termination, in accordance with applicable University Bylaws, manuals, handbooks, and policies.  
 Customarily, the process will be initiated no later than March 1 of the fifth year of appointment and will conclude no later than following May 1 of the fiscal year in which the review commences. The Supervisor shall distribute an accurate summary of the findings of the report to staff member of the administrative unit.

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Effective Date

Accepted:

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