ARIZONA BOARD OF REGENTS
POLICY MANUAL

6-108 Evaluation of Administrators

Revision Dates

10/1/2026, 6/12/2025, 4/6/1990, 12/3/1983 (adopted)

A. Administrator Performance Evaluation Philosophy

1. The Arizona Board of Regents recognizes the need for an administrative performance evaluation system which identifies, assesses, and enhances performance. It is essential that the evaluation process incorporate guidelines relevant to the achievement of administrative programs and departmental goals while recognizing the unique nature and the differentiation of the universities. To this end, it is necessary that guidelines be established and evaluations conducted in a manner that is flexible enough to meet the particular mission, objectives, and needs of the respective universities, their departments and programs.

2. The Board further recognizes that Administrator evaluation may be an employee-participatory, cooperative, and continuing process intended to assess and enhance the performance of administrative personnel. Given the nature of the varied and specialized administrative responsibilities, the Administrator evaluation system must incorporate a high level of administrative staff participation in the preparation of evaluation guidelines and in the evaluation review process. The system should permit sufficient flexibility to adapt procedures to organizational unit circumstances.

3. The Administrator performance evaluation procedure should pursue the following objectives:

   a. To involve Administrator in the formulation of objectives and goals related to their departments or divisions and their own personal and professional growth.

   b. To assess actual performance and accomplishments in the areas of each employee's responsibility.

   c. To promote the effectiveness of Administrators through articulation of the types of contributions they might make to the university community that will lead to greater personal and professional growth, recognition, and rewards.

d. To provide a written record of Administrator performance to support personnel decisions such as reappointment, merit increases, transfers, and reassignment.

e. To recognize special talents, capabilities, and achievements of Administrators.

B. General Policy

It is the policy of the Arizona Board of Regents that Administrators shall be evaluated on their performance in accordance with the following guidelines:

1. Administrators shall have their performance, personal progress and future potential formally reviewed on a scheduled basis at least once every twelve months.

2. Elements of the evaluation shall include, but shall not be limited to the following:

   a. Written evaluation criteria will be developed through participation of the Administrator to express performance expectations including performance in achieving any goals. Procedures and instruments for evaluation of Administrators shall be developed by the department or organizational unit and approved by the university administration. Evaluation procedures within units shall be flexible enough to meet the particular objectives of the unit without undermining the uniformity of the whole system.

   b. An evaluation of the Administrator's performance shall include an assessment by the supervisor.

   c. The evaluation of the Administrator's past performance and expectations for the future shall be provided to them. The employee shall be given the opportunity to respond to the evaluation in writing.

Policy History

12/3/1983 Approved by the Board on second reading.

4/6/1990 Policy revision approved by the Board on second reading.

6/12/2025 Policy revision approved by the Board on second reading.

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Related Information