

Academic Affairs Manual (ACD)

ACD 111–03: Faculty and Academic Professional Participation in Evaluation of Academic Administrators

Effective: 4/20/1992

Revised: 7/1/2011

Purpose

To provide for faculty and academic professional participation in the performance evaluation of administrators

Sources

Office of the Provost of the University

University Senate

Applicability

Faculty

Academic Professionals

Policy

Members of the Academic Assembly will be asked to contribute information to the performance evaluations of their immediate supervisors (i.e., chairs, directors, and deans/university librarian). Such information will be requested by the next higher administrator, i.e., a dean will request the information for chairs and directors, while the provost of the university will request the information for deans. The person whose performance is being evaluated will have the option of preparing a brief statement to be included with the request for feedback from [faculty](#) and [academic professionals](#). This statement should explain the individual's vision for the unit and outline recent accomplishments and goals so as to provide a background for the evaluation.

The administrator doing the performance evaluation will supplement the information from faculty and academic professionals with other information of his or her choice.

Every other year, faculty and academic professional input will be requested for chairs and directors and at least every four years for deans/university librarian. Where appropriate in alternate years, academic unit chairs and deans might request input into a performance evaluation of individuals filling such mid-management positions as associate/assistant deans or chairs and program or center directors.

Upon request, the Office of the Provost of the University may provide an evaluation instrument.

Feedback on the results of the evaluation will be provided in an oral report from the supervising administrator who conducted the evaluation. The reviews should be conducted in a timely fashion so that feedback can be provided and plans made before the end of the academic year in which the evaluation occurs.

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