104.05 Administrative Evaluation of Academic Administrators

Each administrator reporting to the Provost and Vice President for Academic Affairs is to provide a description of the procedures to be used in that administrative unit for the periodic review of his or her administrative performance. Although no standard form or format is prescribed, the following characteristics of the overall system will be common to all units.

104.0501 Procedure

A. Interval of Evaluation: at least once every three (3) years, preferably on the anniversary date, once established.

B. Purpose and Objectives: the purpose is to improve the effectiveness of the unit administered, including its contribution to the effectiveness of other units and the institution as a whole. The overall objectives are:
   1. To review goals and accomplishments of the administrator and unit supervised, especially as these relate to the continuing mission and strategic goals of the institution.
   2. To review the administrator's job description and responsibilities, as well as the organization of the unit.
   3. To provide for communication with and feedback from those supervised, those served, and those engaged in parallel or peer efforts.
   4. To review the level of resources and other support provided to the administrator and unit.
   5. To discuss concerns and opportunities and to plan for any changes that seem warranted or desirable.

C. Components of Evaluation:
   1. Feedback. Each administrator is to determine how feedback is to be obtained. The means used should provide for communication with at least a representative sampling of those persons supervised, those served, and those occupying similar positions. Faculty members and students, whenever possible, should be included. If surveys are used, consideration should be given to the usual questions of length, targeted audience, credibility, labor involved, etc.
   2. Self report. Before a scheduled conference with the Provost and Vice President for Academic Affairs, each administrator should provide to him or her a brief written report:
      a. Describing how you went about obtaining feedback;
      b. Listing initiatives, achievements, and professional activities of a major sort over the past year or evaluation period;
      c. Briefly commenting on what seems to be going well and not so well and on any problems or concerns about the support you and your unit receive;
      d. Indicating any changes that seem warranted in the job description.
      e. The report can be informal and should not be long or elaborate.
   3. Conference with the V.P. for Academic Affairs: The conference will be an occasion to discuss the feedback received, the administrator's own views, the Provost and Vice President for Academic Affairs' views, plans, and support for those.

4. Criteria
   a. Leadership and management of unit with regard to the quality, cost, credibility, and effectiveness of its efforts
   b. Contribution to the effectiveness of other units and the institution
   c. Initiative and follow through
   d. Other criteria as considered important by the administrator