



Handbook of Operating Procedures

Section: 6.2.4
Originally Approved: 10/05/1990
Last Amended: 04/07/2008
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EVALUATION OF ACADEMIC ADMINISTRATORS

A. Purpose

The purpose of this policy is to provide guidelines for the periodic evaluation process of academic administrators at The University of Texas-Pan American. The information from the evaluation process will be used to assist in making decisions regarding:

1. improving the academic administrator's job performance;
2. awarding merit; and
3. continuing the administrator in his/her position.

B. Persons Affected

This policy applies to academic administrators.

C. Policy

The policy of the University is that:

1. The President has responsibility for appointment and dismissal of all administrative officers of the University, including vice presidents and deans. Prior approval of the Executive Vice-Chancellor for Academic Affairs shall be necessary for each permanent or acting appointment and for each such dismissal whether from a permanent or acting appointment.
2. All academic administrators will be reviewed annually by their immediate administrative superior.
 - a. The President will oversee the review of the Provost/Vice-President for Academic Affairs.
 - b. The Provost/Vice President for Academic Affairs shall oversee the review of Vice Provosts, Deans and Directors who report to the Provost.
 - c. Deans and Directors shall oversee the review of all immediate administrative subordinates.
3. All academic administrators shall undergo a comprehensive review at least every six years, a committee appointed by the President or Provost shall conduct the review as provided for in subsection F.4 below.



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4. A comprehensive review of an academic administrator shall also be initiated upon the request of two-thirds of the probationary and tenured faculty in the academic units served by that administrator or in the case of the Library two-thirds of the full-time staff, probationary and tenured faculty.
5. The President may request a comprehensive review of any academic administrator when he or she determines that such a review is needed. The immediate supervisor of an academic administrator may request a comprehensive review of that administrator when he or she determines that such a review is needed.
6. The review policy does not apply to academic administrators who have announced their intention to retire or resign from their administrative position at the completion of the review year.
7. Areas of evaluations for review should reflect on the administrator's job description (duties and responsibilities) which may include, but are not limited to the following:
 - a. Leadership, strategic planning and assessment;
 - b. Management (including budgeting/fiscal, personnel matters, decision making/evaluations, accessibility, and goal achievement);
 - c. Internal relations (including faculty, staff, students, and peers);
 - d. External relations (including fund raising and outreach to community, industry and, government)
 - e. Service to the broad mission of the University.

The relative importance of evaluation areas will vary with the position of the administrator. Some may not apply and others may be added.

D. Definitions

Not applicable.

E. Responsibilities

Not applicable.

F. Procedures



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1. The Office of the Provost/Vice-President for Academic Affairs shall be responsible for maintaining the review schedule for each academic administrative position. The review schedule shall be distributed by the Provost at the beginning of each year to the Council of Deans and Faculty Senate. The Provost/Vice President for Academic Affairs is responsible for maintaining a file of evaluation instruments appropriate for use in evaluating the general areas as listed in F.4.d.
2. All academic administrators shall be reviewed in accordance with the annual or comprehensive review procedures established by their immediate supervisors and consistent with the review processes presented in F.4-5.
3. Annual Review
 - a. During an annual review, the following shall be submitted to the office of the immediate supervisor:
 - i. Current Vita;
 - ii. Self-evaluation and performance report for the academic year; and
 - iii. Work plan for the next academic year.

4. Comprehensive Review

Academic administrator comprehensive reviews shall normally be initiated in the fall semester.

- a. During a comprehensive review, the immediate supervisor shall be responsible for:
 - i. development of the review process calendar;
 - ii. selection, distribution and collection of appropriate evaluation instrument; and
 - iii. tabulation and analysis of the data.
- b. An academic administrator undergoing a comprehensive review shall be evaluated by appropriate:
 - i. faculty;
 - ii. staff;



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- iii. students;
 - iv. supervisors;
 - v. peers; and
 - vi. where appropriate alumni, community leaders, and other sources as identified in the charge to the committee from the President or Provost.
- c. When the evaluation data have been collected and analyzed, the immediate supervisor shall submit a written summary report to the administrator being evaluated. This report shall include:
- i. a summary of each component of the evaluation process;
 - ii. an analysis of the data; and
 - iii. the supervisor's conclusions.
- d. The immediate supervisor shall meet with the administrator being evaluated to discuss the summary report. The administrator being evaluated shall have the right to submit a written response to the summary report within ten working days following the meeting with the immediate superior. This response shall be attached to the final review report and included in his or her personnel file.
- e. The final review report shall include the summary report, the response of the academic administrator being evaluated, and the recommendations from the immediate supervisor consistent with subsection A. The immediate supervisor shall provide copies of the final review report to the academic administrator being evaluated, the Provost, the President and the Executive Vice Chancellor for Academic Affairs.
5. Evaluation of academic administrators will not be released except as required by Texas law.

G. Review

The Divisional Head for this policy is the Provost/Vice President for Academic Affairs and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

1. Vice Provost for Faculty Affairs – Senior Reviewer
2. Council of Deans



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3. Faculty Senate Chair