

This policy and its procedures establish the protocols for the five-year review of University administrators in order to enhance their administrative effectiveness. In addition to annual performance reviews, conducting periodic developmental and evaluative leadership reviews of senior leaders are a means to support this commitment.

## 2. Policy

Administrator review is a systematic review of administrative effectiveness of individuals serving as vice presidents, assistant/associate vice presidents, college deans, unit and school directors, directors of units overseeing significant staff and resources, and academic department heads at least every five years, using a standard process. Upon request approved by the President, administrator reviews of other leaders and managers may be performed in accordance with this policy. The review is developmental in nature, and can incorporate a coaching component, the focus of which is determined by the review outcomes. The results of the review should be available no later than the middle of the spring semester of the fifth year of service and every following fifth year. A review may be conducted prior to the fifth year if requested by an administrator or if deemed appropriate by a supervising administrator.

## 3. Procedures

### a. The Process

- i. The five-year leadership review occurs during the fall semester of the fifth full academic year following the first appointment of the individual being evaluated to an administrative position and every fifth year thereafter.
- ii. The review is the responsibility of the supervising administrator, or the person to whom the individual being reviewed reports. The supervisor will appoint a Review Committee and its Chair.
- iii. Prior to selection and appointment of the Review Committee and its Chair, a discussion of the process and the role, membership, and the candidates for Chair and the Review Committee will occur between the individual being reviewed and the supervising administrator. This discussion can include issues that should be explored and will provide a forum for an overall discussion of the review process and timeline.





1. General Timeline for the Five-Year Review Process

- October: Supervising Administrator meets with the individual being reviewed. Within three (3) weeks after the meeting, the supervising administrator forms and charges Review Committee to undertake the review as input into the performance evaluation.
- October-November: Review Committee develops a review plan which is shared with both the supervisor and the person under review.
- November-December: The Review Committee gathers and synthesizes information for the review.
- January: The Review Committee finalizes the review and prepares written report.
- February: The Review Committee conveys the written report to the supervising administrator.
- March: Within two (2) weeks after the submission of the report, the supervising administrator meets with the individual being evaluated, provides the Review Committee's report of the review, and communicates the results, as appropriate.
- March-April: The supervising administrator completes the process and communicates first with the individual being reviewed.

4. Responsible Administrator

The Vice President overseeing Human Resources or designee is responsible for annual and ad hoc review of this policy and annual review of procedures. The University President is responsible for annual approval.

SOURCE: Approved by President on 01/14/2014; Revised, approved by President on 9/17/2021.