

Subject: Periodic Evaluation of Administrators  
Number: 102  
Issued by: Chancellor  
Date: October 15, 2003  
Revised: July 31, 2007

## I. Policy

The Executive Vice Chancellor, Vice Chancellors and Associate Chancellors shall be reviewed at least every three years. Normally, these reviews will begin at the start of the academic year and be concluded before the end of the second semester.

## II. Purpose

The purpose of this policy is to:

- A. Provide for evaluation of senior administrators;
- B. Make informed recommendations to the Chancellor from constituencies.

## III. Definition

For the purpose of this policy, senior administrators are administrators who carry the title of Executive Vice Chancellor, Vice Chancellors, Associate Chancellors, Chief Information Officer, and Athletic Director.

## IV. Procedure

The evaluation process shall provide for informing faculty and staff of the institution of the beginning and end of the review and of the transmission of the review's results to the Chancellor.

## V. Guidelines

Senior administrators shall be reviewed periodically in addition to their annual evaluations. Normally these reviews will occur every three years, but circumstances may require some variation. For example, reviews may be appropriate when a senior administrator resigns or retires, or when organizational changes are considered.

The Chancellor shall initiate the periodic review, using the following guidelines:

- A. The Chancellor shall notify the administrator.
- B. Evaluation procedures shall provide information to faculty and pertinent staff regarding the beginning and end of the review, and the transmission of the review to the senior administrator being reviewed.
- C. Faculty and pertinent staff shall participate in the review process. Where appropriate, peers, advisory groups, partnership boards, trustees, and foundation officers may also participate as appropriate. The Chancellor shall provide appropriate feedback to participants to demonstrate the attention given to the review and recommendations while maintaining the confidentiality of the information received.