

## 12.99.99.R0.14 Academic Administrator Evaluations

Revised February 28, 2020

Next Scheduled Review: February 28, 2025



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### Procedure Summary

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The academic administrator evaluation process at East Texas A&M University (University) has two major goals: to provide a system to facilitate the development of administrators in working with people, programs, policies, procedures and finances; and for the purpose of making decisions regarding the terms and conditions of the employment relationship between the administrator and the University.

This procedure sets forth the process for the evaluation of academic administrators (Provost, Deans, and Department Heads) at the University.

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### Procedures and Responsibilities

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#### 1 PURPOSE

Evaluation of administrators is conducted to:

- 1.1 Improve administrator performance;
- 1.2 Document levels of performance;
- 1.3 Identify areas of professional growth;
- 1.4 Develop consistency between university-wide goals and administrator performance;
- 1.5 Validate selection, retention, salary, and promotion processes;
- 1.6 Verify the university's commitment to effective and efficient administration;
- 1.7 Facilitate internal communication; and
- 1.8 Determine compensation levels.

## 2 CRITERIA FOR EVALUATING ACADEMIC ADMINISTRATORS

Generally, academic administrators (in this section referred to as "administrators") are evaluated according to their relative success in working with people, programs, policies, procedures and finances. A significant factor in judging administrator effectiveness is his or her performance in relation to the job description for the specific position held, as well as the individual's performance on special assignments. Specifically, administrators are evaluated according to their leadership qualities relating to:

2.1 Recruiting a diverse faculty;

2.2 Providing faculty development opportunities;

2.3 Conducting effective faculty evaluation;

2.4 Developing curriculum;

2.5 Maintaining standards of quality;

2.6 Establishing appropriate budgeting procedures, and managing fiscal and educational resources;

2.7 Communicating skillfully;

2.8 Demonstrating initiative;

2.9 Conducting miscellaneous administrative duties; and

2.10 Demonstrating institutional commitment.

## 3 ADMINISTRATOR EVALUATION - ANNUAL

Administrators are evaluated on an annual basis utilizing Workday. The responsibility for evaluating administrators for the annual evaluation rests with the immediate supervisor. The timetable for annual evaluation is the period June 1 through May 31.

## 4 ADMINISTRATOR EVALUATION - BIENNIALLY

A comprehensive and in depth "360" evaluation will be completed biennially. The biennial comprehensive evaluation process includes evaluation by superiors and subordinates, as well as surveys of faculty, peers, students and others with whom the particular administrator works.

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## Related Statutes, Policies, or Requirements

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Suspends University Procedure *12.01.99.R0.04*

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## **Revision History**

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Approved September 1, 1996

Revised May 18, 2017

Revised November 7, 2024 (University Name Update)

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## **Contact Office**

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