Texas Tech University
Operating Policy and Procedure

OP 30.15: Academic Administrator Evaluation

DATE: September 7, 2006

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish guidelines and procedures for performance evaluations of academic administrators. Although evaluation of administrators is a continuous process, guidelines for routine collection of data to support that process are necessary. It is understood that units may develop, in addition to this or a similar instrument, other means of assessment to assist administrators to improve their performance.

REVIEW: This OP will be reviewed in March of even-numbered years by the senior vice provost for academic affairs with recommended revisions presented to the provost/senior vice president for academic affairs (PSVPAA) by April 15.

POLICY/PROCEDURE

1. Background

The procedure described in this policy will provide the president, PSVPAA, or dean, as appropriate, and the individual being reviewed with an assessment of the strengths and areas needing improvement in the leadership and administrative performance of the individual being reviewed.

2. Criteria

The overall criteria will be the level of performance in leadership and administrative skills generally acceptable for administrators in similar positions in institutions of higher education comparable to this university.

3. Procedure

a. Provost/Senior Vice President for Academic Affairs

The PSVPAA is appointed by the president and serves at the pleasure of the president without tenure in the administrative appointment. This person reports directly to the president, to whom he/she is responsible for the instructional, research, and support programs of the university and the administration of colleges, schools, and programs.

A review of the PSVPAA shall be conducted annually by the president. Input may be solicited from other vice presidents, deans of the colleges, directors of subordinate units, faculty, and others, as appropriate.
The Administrator Evaluation Form (see attachment) may be used for the evaluation. This form may be reproduced and used.

b. Vice Provosts, Associate/Assistant Vice Presidents, and Assistant Provosts

The vice provosts, associate/assistant vice presidents, and assistant provosts are appointed by the PSVPAA and serve at her/his pleasure without tenure in the administrative appointment. These persons report directly to the PSVPAA. The Administrator Evaluation Form may be used to facilitate evaluations. Input may be solicited from other vice presidents, deans and associate deans of the colleges and schools, directors of subordinate units, faculty, and others, as appropriate.

c. Academic Deans and Directors

Academic deans and directors are the principal administrators of their particular units: colleges, schools, museum, library, etc. They serve in their administrative capacities without tenure and at the discretion of the PSVPAA.

The PSVPAA will evaluate the dean or director's performance annually. The Administrator Evaluation Form may be used to facilitate this evaluation. In addition, the PSVPAA may solicit input from associate deans, chairpersons, faculty, and others, as appropriate.

d. Associate/Assistant Deans, Department/Division/Area Chairpersons

These individuals serve the deans or directors in their administrative capacities without tenure and at the discretion of the immediate supervisor. Each associate/assistant dean and department/division/area chairperson will be reviewed annually. In addition, the dean will solicit input from all tenured/tenure track faculty in that college or department and college. Input may also be solicited from others as deemed appropriate. The Administrator Evaluation Form may be used to facilitate evaluation.

Attachment: Administrator Evaluation Form