Policy AA-FPT-PO6

Review of Academic Administrators

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I. Section 2-251 Areas of Performance

Areas of performance for review may include, but are not limited to, the following:

A. General management, e.g. budgeting, decision-making and problem solving abilities, accessibility, goal achievement, accuracy of evaluations;
B. Internal relations, e.g. students, colleagues, subordinates, staff;
C. External relations, e.g. fund-raising, outreaches, industry, governments;
D. Strategic planning.

The relative importance of performance areas will vary with the position of the administrator. Some may not apply and others may be added. In all cases, the stated expectations of the administrator's immediate supervisor should relate to the period being reviewed.

For the purposes of this document, the voting faculty shall be defined as all full-time faculty holding the rank of Assistant Professor or above.

II. Section 2-252 Annual Reviews

All academic administrators will be reviewed annually by their immediate supervisor with consultation of the faculty as appropriate.

III. Section 2-253 Periodic Reviews

A. All academic administrators shall be subject to a periodic review at specific intervals. The interval for determining when a periodic review will be undertaken will begin with the date of appointment and be repeated on the cycle established by that date.
In the case of interim appointees to academic administrative positions who are subsequently named as permanent appointees, the interval for periodic reviews shall date from the beginning of their interim appointment. The schedule of the periodic reviews is as follows:

<table>
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<tr>
<th>Reviewee</th>
<th>Responsible Party</th>
<th>Review From Initial Appointment or Prior Review</th>
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</thead>
<tbody>
<tr>
<td>Provost, Vice Presidents</td>
<td>President</td>
<td>Every 5 years</td>
</tr>
<tr>
<td>Deans, Directors</td>
<td>Provost</td>
<td>Every 5 years</td>
</tr>
<tr>
<td>Department Chairs</td>
<td>Deans</td>
<td>Every 4 years</td>
</tr>
<tr>
<td>Assistant/Associate Deans</td>
<td>Deans</td>
<td>Every 3 years</td>
</tr>
<tr>
<td>Assistant/Associate Chairs</td>
<td>Chairs</td>
<td>Every 3 years</td>
</tr>
</tbody>
</table>

The review cycle is measured in calendar years from initial appointment and is completed within the indicated time spans. The stated maximum review period does not indicate a term of office. All administrators serve without term and may be removed by the President at any time.

B. Periodic Review Procedures

The administrator’s immediate supervisor shall appoint the Periodic Review Committee (PRC). The PRC shall include faculty and may include staff, any administrators who are supervised by the administrator, and other administrators at the same level as the administrator; and students. Committees for Deans, Vice Presidents and the Provost must include external (to UT Arlington) representation. Composition, at the various levels of the PRC, is:

**Vice President**

The size of the PRC to evaluate a Vice President shall be determined by the President, but it shall have a minimum of 7 members and must be composed of at least 50 percent faculty. The Faculty Senate shall elect the faculty members of this review committee. The President shall appoint the remaining members of the PRC. **Provost**

The size of the PRC to evaluate the Provost shall be determined by the President, but it shall have a minimum of 7 members and must be composed of at least 60 percent faculty. The Faculty Senate shall elect the faculty members of this review committee with at least one member elected from each College/School with the exception of the Honors College. The President shall appoint the remaining members of the PRC. **Deans and Directors**

The size of the PRC to evaluate a Dean shall be determined by the Provost, but shall have a minimum of 5 members and must be composed of at least 60 percent faculty. The voting faculty in the College, School, or Center shall elect the faculty members of this review committee. The Provost shall appoint the remaining members of the PRC. **Assistant and Associate Deans**

The size of the PRC to evaluate an Assistant or Associate Dean shall be determined by the Dean, but shall have a minimum of 5 members and must be
composed of at least 70 percent faculty. The voting faculty in the College, School or Center shall elect the faculty members of this review committee. The Dean shall appoint the remaining members of the PRC.

**Department Chairs**

The size of the PRC to evaluate a Department Chair shall be determined by the Dean, but shall have a minimum of 5 members and must be composed of at least 70 percent faculty. The voting faculty of the department shall elect the faculty members of this review committee. If the department does not have sufficient faculty to constitute the committee, they may select faculty members from other departments within the same College or School. The Dean shall appoint the remaining members of the PRC. **Assistant and Associate Chairs**

The size of the PRC to evaluate an Assistant or Associate Chair shall be determined by the Chair, but shall have a minimum of 5 members and must be composed of at least 70 percent faculty. The voting faculty of the department shall elect the faculty members of this review committee. If the department does not have sufficient faculty to constitute the committee, they may select faculty members from other departments within the same College or School. The Chair shall appoint the remaining members of the PRC.

**C. Survey Questionnaires**

Questionnaire A will be presented to all members of the administrator's academic unit. The Periodic Review Committee will compile results and include them in its report to the administrator's immediate supervisor. The administrator is encouraged to provide any pertinent documentation to the Periodic Review Committee at any point during the review process.

**D. Report of Periodic Review Committee**

The report of the Periodic Review Committee shall minimally include the following elements:

1. convey the committee's findings to the administrator's supervisor,
2. provide insight into the administrator's performance,
3. form the basis for evaluating and counseling the administrator.

After receiving the committee's report, the administrator's supervisor shall meet with the administrator and discuss the report. This discussion will include specifics for improvement and desired outcomes. Following this, the responsible party will submit a final written report to the administrator. The administrator may submit a written response to the final report within thirty (30) working days; both documents will become part of the administrator's personnel file. The final report will be available as permitted by the Texas Public Information Act (open records) and will include how the evaluations influenced the final reports assessment of the administrator's job performance.

**E. Non-Academic Administrators**

Non-academic administrators with significant and direct impact upon academics, such as Director of Libraries, Director of Academic Computing, and
others will undergo periodic review involving faculty participation as given in Questionnaire B.

F. The Periodic Review Committee and faculty of the academic unit of the administrator will receive the synopsis, in writing of the final report from the person responsible for the review, as permitted by the Texas Public Information Act (open records).

IV. Section 2-254 Non-Periodic Reviews

Non-periodic reviews may be initiated by petition or vote of the voting faculty within the administrators jurisdiction. A majority of the voting faculty must concur. Such reviews will not be held within two (2) years of initial appointment, the last periodic reviews, or non-periodic reviews. A periodic review may be delayed if it falls within two years of a non-periodic review. Subsequent periodic reviews will be scheduled according to the intervals set forth in Sec. 2-253. A. following completion of the non-periodic review.

V. Questionnaire A - Questionnaire for Administrators Responsible for Faculty Units

Response to each statement to be indicated by marking one of the following on an accompanying Scantron form. Any desired additional comments should be provided on the attached page. If a response of C or D is provided, then this must be followed with an explanation on the attached form. The information provided here will be held in confidence by supervisors to the extent allowed by law.

A. Strongly Agree
B. Agree
C. Disagree
D. Strongly Disagree
E. Insufficient Information/not a germane question
F. Demonstrates an understanding of the role of the administrative unit.
G. Demonstrates understanding of the various disciplines within the administrative unit.
H. Provides leadership in curriculum and program development and revision.
I. Recognizes and facilitates the faculty role in governance.
J. Provides leadership in securing outside support and funding for the administrative units programs.
K. Is an effective advocate for the administrative unit both within and outside the institution.
L. Effectively formulates and implements short-and long-range plans.
M. Makes decisions in a timely manner so as to prevent most crises and handle others well.

N. Considers and solicits from members of the unit, input including information and opinions with regard to major decisions which affect those members.

O. Communicates accurately and effectively with faculty, staff and administration.

P. Effectively manages the administrative unit’s faculty recruitment/hiring process.

Q. Employs competent staff and runs an efficient office.

R. Manages the assignment of teaching duties (including summer) well.

S. Presides skillfully, confidently and fairly at faculty meetings.

T. Relates professionally to faculty, staff and students.

U. Is skilled in handling conflicts and controversy.

V. Inspires trust and confidence.

W. Displays proper regard for due process and procedures in Regents’ Rules and Regulations and the Handbook of Operating Procedures.

X. Carries out responsibilities fairly and impartially.

Y. Is candid, honest and consistent.

Z. Rewards good teaching.

AA. Rewards good research.

BB. Rewards good service.

CC. Considers and solicits from members of the unit input, information, and opinions in regards to major decisions which affect those members.

DD. How would you grade the overall performance of this administrator: (1) A (2) B (3) C (4) D (5) F

**COMMENT SECTION FACULTY UNITS**

If a response of C or D was provided for questions (1) to (23) then this should be followed with an explanation for each question so marked. The information provided here will be held in confidence by supervisors to the extent allowed by law. Also, please provide any additional written comments here.

VI. **Questionnaire B - Questionnaire for Administrators Responsible for Non-Faculty Units**

Response to each statement to be indicated by marking one of the following on an accompanying Scantron form. Any desired additional comments should be provided on
the attached page. If a response of C or D is provided, then this must be followed with an explanation on the attached form. The information provided here will be held in confidence by supervisors to the extent allowed by law.

A. Strongly Agree
B. Agree
C. Disagree
D. Strongly Disagree
E. Insufficient Information/not a germane question
F. Demonstrates an understanding of the role of the administrative unit.
G. Demonstrates understanding of the various disciplines within the administrative unit.
H. Provides leadership in program development and revision.
I. Provides leadership in securing outside support and funding for the administrative units programs.
J. Is an effective advocate for the administrative unit both within and outside the institution.
K. Effectively formulates and implements short-and long-range plans.
L. Makes decisions in a timely manner so as to prevent most crises and handle others well.
M. Communicates accurately and effectively with others.
N. Considers and solicits from members of the unit, input including information and opinions with regard to major decisions which affect those members.
O. Effectively manages the administrative unit's recruitment/hiring process.
P. Employs competent staff and runs an efficient office.
Q. Manages the assignment of duties well.
R. Presides skillfully, confidently and fairly at unit meetings.
S. Relates professionally to faculty, staff and students.
T. Is skilled in handling conflicts and controversy.
U. Inspires trust and confidence.
V. Displays proper regard for due process and procedures in Regents' Rules and Regulations and the Handbook of Operating Procedures.
W. Carries out responsibilities fairly and impartially.

X. Is candid, honest and consistent.

Y. Rewards good service.

Z. Considers and solicits from members of the unit input, information, and opinions in regards to major decisions which affect those members.

AA. How would you grade the overall performance of this administrator? (1)A (2)B (3)C (4)D (5)F

COMMENT SECTION - NON-FACULTY UNITS

If a response of C or D was provided for questions (1) to (20) then this should be followed with an explanation for each question so marked. The information provided here will be held in confidence by supervisors to the extent allowed by law. Also, please provide any additional written comments here.