

EVALUATION OF ACADEMIC ADMINISTRATORS

A. Purpose

The purpose of this policy is to provide guidelines for the periodic evaluation process of academic administrators at The University of Texas Rio Grande Valley (UTRGV).

B. Persons Affected

This policy applies to academic administrators of The University of Texas Rio Grande Valley (UTRGV).

C. Policy

The President (or designee) is responsible for the periodic evaluation of academic executive vice presidents and academic administrators reporting to the executive vice presidents, which should be used for the improvement of performance, promotion consideration, and merit salary review.

D. Procedures

1. The President has the responsibility for appointment and dismissal of all administrative officers of UTRGV, including executive vice presidents, vice presidents, and deans. Prior approval of the Executive Vice Chancellor for Academic Affairs at The University of Texas System may be necessary for each permanent or acting appointment and for each such dismissal whether from a permanent or acting appointment.
2. All academic administrators shall be reviewed annually by their immediate administrative supervisor as designated in the appropriate division organizational chart.
3. The President shall oversee the review of the Executive Vice President for Academic Affairs; Executive Vice President for Health Affairs, and Executive Vice President for Research, Graduate Studies, and New Program Development.
4. Each academic administrator shall oversee the review of their immediate administrative subordinates.
5. All academic administrators shall be formally reviewed via a comprehensive review three years after the initial administrative appointment and at least every five years thereafter. A committee appointed by the President or appropriate Executive Vice President (EVP) shall conduct the review as provided for in subsection D.13 below.
6. A comprehensive review of an academic administrator shall also be initiated upon the request of two-thirds of the tenure-track and tenured faculty in the academic units served by that administrator or in the case of the Library, two-thirds of the full-time staff. The academic administrator (incumbent) may also call for a comprehensive review.
7. The President may request a comprehensive review of any academic administrator when the President determines that such a review is needed. The immediate supervisor of an academic

- administrator may request a comprehensive review of that administrator when the immediate supervisor determines that such a review is needed.
8. The review policy does not apply to academic administrators who have announced their intention to retire or resign from their administrative position at the completion of the review year.
 9. Areas of evaluations for review should reflect on the administrator's job description (duties and responsibilities), which may include, but are not limited to the following:
 - a. Leadership, strategic planning, and assessment;
 - b. Management (including budgeting/fiscal, personnel matters, decision-making, accessibility, and goal achievement);
 - c. Internal relations (including faculty, staff, students, and peers);
 - d. External relations (including fund-raising and outreach to community, industry and, government); and
 - e. Service to the broad mission of UTRGV.The relative importance of evaluation areas will vary with the position of the administrator. Some may not apply and others may be added.
 10. Each of the EVP Offices shall be responsible for maintaining the review schedule for each academic administrative position. The review schedule shall be distributed by each EVP at the beginning of each year to the Academic Affairs Council and Faculty Senate. The EVPs are responsible for maintaining a file of evaluation instruments appropriate for use in evaluating the general areas as listed in subsection D.13.c.
 11. All academic administrators shall be reviewed in accordance with the annual or comprehensive review procedures established by their immediate supervisors and consistent with the review processes presented for annual reviews (subsection D.12) or comprehensive reviews (subsection D.13).
 12. Annual Review:
 - a. During an annual review, the following shall be submitted to the office of the immediate supervisor:
 - i. Current Vita;
 - ii. Self-evaluation and performance report for the academic year;
 - iii. Faculty evaluations and feedback; and
 - iv. Work plan for the next academic year.
 13. Comprehensive Review:

Academic administrator comprehensive reviews shall normally be initiated in the fall semester.

 - a. During a comprehensive review, the immediate supervisor shall be responsible for:

- i. development of the review process timeline;
 - ii. selection, distribution and collection of appropriate evaluation instrument; and
 - iii. tabulation and analysis of the data.
- b. An academic administrator undergoing a comprehensive review shall be evaluated by the appropriate constituent groups:
 - i. faculty;
 - ii. staff;
 - iii. students;
 - iv. supervisors;
 - v. peers; and
 - vi. where appropriate, alumni, community leaders, and other groups as identified in the charge to the committee from the President or appropriate EVP.
- c. When the evaluation data have been collected and analyzed, the immediate supervisor shall submit a written summary report to the administrator being evaluated. This report shall include:
 - i. a summary of each component of the evaluation process;
 - ii. an analysis of the data; and
 - iii. the supervisor's conclusions.
- d. The immediate supervisor shall meet with the administrator being evaluated to discuss the summary report. The administrator being evaluated shall have the right to submit a written response to the summary report within ten working days following the meeting with the immediate supervisor. This response shall be attached to the final review report and included in his or her personnel file.
- e. The final review report shall include the summary report, the response of the academic administrator being evaluated, and the recommendations from the immediate supervisor (if any) related to performance improvement, promotional consideration, or merit salary review. The immediate supervisor shall provide copies of the final review report to the academic administrator being evaluated, the appropriate EVP, and the President.

Evaluations of academic administrators may be accessed or disclosed only on an as-needed basis for business purposes. Evaluations shall not be released except as required by law.

E. Definitions

1. Academic Administrators – academic administrators are the Executive Vice President for Academic Affairs, Executive Vice President for Health Affairs, Executive Vice President for Research, Graduate Studies, and New Program Development; the deans; and direct reports of the EVPs, as reflected in the applicable EVP organizational chart(s).

2. *College* – An academic unit organized within the university, which is usually comprised of many departments or provides programs in multiple academic specialties/professional instruction. This academic unit may be referred to as a college or school, and is led by a dean reporting to a designated executive vice president.
3. *Department* – An academic unit organized within a college, usually devoted to a particular academic discipline. This academic unit may be referred to as a department, school, or center, and the unit’s head (usually a chair or director) reports to the dean of the college.

F. Related Statutes or Regulations, Rules, Policies, or Standards

[The University of Texas System Board of Regents’ Rules and Regulations Rule 30501, Employee Evaluations](#)

[The University of Texas System Board of Regents’ Rules and Regulations Rule 31101, Evaluation of Administrators](#)

G. Dates Reviewed or Amended

Amended on August 13, 2019.