

PM 2018-01 (Supersedes PM 90-08)

President Willie J. Hagan

April 6, 2018

**ADMINISTRATIVE REVIEW PROCESS FOR
ADMINISTRATOR III & IV POSITIONS**

The University is committed to fostering a high-performance culture in which individuals are engaged and energized in advancing the University's mission and strategic goals. In support of this commitment, in addition to other actions, staff and managers receive regular performance evaluations providing formal performance feedback, clarifying goals and expectations, and establishing training and professional development objectives.

Individuals in Administrator III and IV positions generally have broad responsibility for the success of multiple departments and play an important role in achieving desired outcomes and fostering a productive working environment. As a means of evaluating and enhancing the effectiveness of these individuals and the divisions, colleges and departments they oversee, an Administrative Review process inviting individuals who have regular contact with the administrator to provide performance-based feedback will be utilized, consistent with information provided in this presidential memorandum.

POLICY

Individuals newly appointed to an Administrator III or IV position will receive an Administrative Review within the first 18 months of their appointment. Each individual appointed to an Administrator III or IV position will participate in a performance-based Administrative Review process on a three-year cycle, i.e., once every three years.

TIMELINE

The timeline for Administrative Reviews will be aligned with the University's annual Management Personnel Plan (MPP) performance evaluation process.

INITIAL REVIEW

Within the first 18 months of an individual's appointment to an Administrator III or IV position, the President or respective Vice President will solicit Administrative Review feedback from up to fifteen individuals. In addition to individuals identified in the subsequent review process set forth below, the initial review will include feedback from participants on the search committee for the position the Administrator now holds, unless appointed without a search, such as interim appointments.

SUBSEQUENT REVIEWS

The President or respective Vice President will solicit Administrative Review feedback from the following:

1. All faculty and staff in the department, college, or division the administrator participating in the Administrative Review process oversees, if any.

2. Up to 15 individuals who regularly interact with the administrator participating the Administrative Review process selected by the President or respective Vice President, including:

- Two faculty members recommended by the Academic Senate;
- One student recommended by the President of the Associated Students Inc.;
- Individuals recommended by the immediate supervisor of the administrator participating in the Administrative Review process, including at least two individuals reporting directly or indirectly to the administrator;
- Individuals recommended by the administrator participating in the Administrative Review process, including peers.

The President or respective Vice President may also solicit feedback from external constituents and others as he/she determines appropriate.

PROCESS

In order to establish and maintain an environment that supports and values performance-based feedback, confidentiality is an important consideration in the administration of this process. As such, individual faculty, staff, student, and other Administrative Review feedback will not be provided directly to the administrator under review and will not be included in their personnel files. Rather, the President or respective Vice President will use feedback provided via this process in the aggregate, without attribution to a specific individual, in the development of the administrator's MPP performance evaluation.

Development of the administrator's performance evaluation also will consider self-assessment information provided by the administrator participating in the Administrative Review process and an assessment of the administrator's performance by his/her supervisor, the President, and the respective Vice President. Anonymous feedback provided via the Administrative Review process will be excluded from consideration by the President and Vice Presidents. The President or respective Vice President will determine the necessity and focus of performance coaching and follow-up informed by the Administrative Review process, as appropriate.

ACCOUNTABILITY

The Associate Vice President of Human Resources (AVP HR) is assigned responsibility for the implementation and administration of this Presidential Memorandum and the Administrative Review Process for Administrator III and IV positions.

The AVP HR will maintain an Administrative Review schedule indicating when each senior leader will participate in the Administrative Review process. Additionally, the AVP HR will support the President and Vice Presidents in the selection of individuals invited to provide performance feedback via this process; solicitation of Administrative Review feedback; and integration of Administrative Review feedback into annual MPP performance evaluations. The AVP HR also will provide

a standardized Administrative Review feedback tool to be used in soliciting feedback from individuals selected by the President and Vice Presidents.