

Quadrennial Review of University Administrators

All administrators, including department/unit chairs, directors with 50% or greater of their time devoted to administration, academic deans, associate or assistant deans, vice chancellors, associate and assistant vice chancellors, including the Provost/Vice Chancellor for Academic Affairs, and any other administrator at a similar level shall be reviewed after they have served four full years in office and every fourth year thereafter. No later than two weeks before the review deadline, administrators are asked to submit a summary of accomplishments and challenges as related to the goals and mission of their unit. The document should be composed with the goal of providing information to faculty and staff who have been asked to comment on the administrator's reappointment. The document should be placed on a password protected website for exclusive review by faculty, staff, and others who have been asked to provide input. The purpose and procedures for the review will be determined by each Division of the University, the review will be conducted by the immediate superior administrator, and details of the procedure are available in the office of the Chancellor or the respective Vice Chancellor. The procedure must always include a means of input from employees who report to the administrator being reviewed. An annual review by a superior administrator does not substitute for a quadrennial review, and quadrennial reviews should not take the place of annual performance evaluations. The Office of Human Resources will maintain a schedule of quadrennial reviews and will inform each administrator and his/her superior when the former should be reviewed.

Approved April 15, 2019