Academic Administrator Evaluation

A&M Commerce Procedure: 12.01.99.R0.04
Approved: September 1, 1996

Responsible University Office:
Office of the Provost and Vice President for Academic Affairs

Responsible University Administrator:
Provost and Vice President for Academic Affairs

Academic administrators are evaluated according to their relative success in working with people, programs, policies, procedures and finances. A significant factor in judging administrator effectiveness is his or her performance in relation to the job description for the specific position held, as well as the individual's performance on special assignments.

Criteria for Evaluation of Academic Administrators
Specifically, administrators are evaluated according to their leadership qualities relating to: (a) recruiting a diverse faculty; (b) providing faculty development opportunities; (c) conducting effective faculty evaluation; (d) developing curriculum; (e) maintaining standards of quality; (f) establishing appropriate budgeting procedures, and managing fiscal and educational resources; (g) communicating skillfully; (h) demonstrating initiative; (i) conducting miscellaneous administrative duties; and (j) demonstrating institutional commitment.

Teaching assignments of academic administrators are also evaluated in accord with the Annual Evaluation of Faculty (Procedure 12.99.99.R0.13). The final evaluation will be proportional to the responsibilities in each area.

Stages of Administrator Evaluation
Academic administrators are evaluated on an annual basis, with a timetable from January 1 through December 31 of each year. The responsibility for evaluating administrators for the annual evaluation rests with the immediate administrative superior.

Quadrennially, the evaluation is comprehensive for the four-year period, and in-depth. The quadrennial comprehensive evaluation process includes evaluation by superiors and subordinates, as well as surveys of faculty, peers, students and others with whom the particular administrator works.

Evaluation Documents
Formats, instruments, and related items are developed specifically for each administrative position (department heads, deans, vice presidents, etc.) and are submitted through regular administrative channels to the provost and vice president for academic affairs for approval prior to implementing the evaluation process. General guidelines for the evaluation items are established and maintained by the provost and vice president for academic affairs.

Instruments include, but are not limited to: the Academic Administrator Evaluation Self-Report, used for the administrator’s narrative self-report and numerical rating; and the
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Report of Academic Administrators Evaluation, used for the supervisor’s narrative report and numerical performance ratings.