

AA-FPT-PO-06
Review of Academic Administrators Policy

I. Policy Statement

This policy outlines the process and procedures for annual and period reviews of academic administrators.

II. Application of Policy

This policy applies to all academic administrators.

III. Policy

A. Annual Reviews

All academic administrators will be reviewed annually by their immediate supervisor with consultation of the faculty as appropriate. The president will conduct a review of each vice president, provost, dean, or a similar leadership position that oversees curriculum or student affairs. The president must report to the Board of Regents any decision to remove an individual from one of these positions.

B. Periodic Reviews

1. All academic administrators will 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.
2. In the case of interim appointees to academic administrative positions who are subsequently named as permanent appointees, the interval for periodic reviews will date from the beginning of their interim appointment. The schedule of the periodic reviews is as follows:

Reviewee	Responsible Party	Review from Initial Appointment or Prior Review
Provost, Vice Presidents	President	Every 5 Years
Deans	Provost	Every 5 Years
Department Chairs and Directors	Deans	Every 4 Years
Assistant/Associate Deans	Deans	Every 3 Years
Assistant/Associate Chairs	Chairs	Every 3 Years

The review cycle is measured in calendar years from the initial appointment and should be 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.

C. Areas of Performance

1. 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, outreach activities, industry, governments); and
 - d. Strategic planning.
2. The relative importance of performance areas will vary with the position of the administrator. Some areas may not apply and others may be added.
3. This also means that not all questions in Questionnaire A or B will be applicable. The immediate supervisor may omit inapplicable questions and add additional relevant questions that align with the administrator's current description of duties and responsibilities. In all cases, the stated expectations of the administrator's immediate supervisor should relate to the period being reviewed.
4. For the purposes of this document, the voting faculty is defined as all full-time faculty granted voting rights in their department.

D. Periodic Review Procedures

1. The Periodic Review Committee

The Periodic Review Committee (PRC) shall include faculty and may include staff, any administrators who are supervised by the administrator, other administrators at the same level as the administrator, and students. Committees for deans, vice presidents and the provost must include alumni or community leaders. Composition, at the various levels of the PRC, will be as follows:

a. Vice Presidents and the Provost

The size of the PRC to evaluate the vice presidents or the Provost will be determined by the president, but it shall have a minimum of eight members and must be composed of at least 60 percent faculty including at least one full time, academic-professional track faculty member. The Faculty Advisory Committee will 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 will appoint the remaining members of the PRC.

b. Deans

The size of the PRC to evaluate a dean will be determined by the president, but shall have a minimum of five members and must be composed of at least 60 percent faculty, including at least one full time, academic-professional track faculty member and at least one representative from each department in the college or school. The voting faculty in the college or school will elect the faculty members of his review committee. The provost shall appoint the remaining members of the PRC.

c. Assistant and Associate Deans

The size of the PRC to evaluate an assistant or associate dean will be determined by the dean, but shall have a minimum of five members and must be composed of at least 70 percent faculty, including at least one full-time academic-professional track faculty member and at least one representative from each department in the college or school. The voting faculty in the college or school will elect the faculty members of this review committee. The dean shall appoint the remaining members of the PRC.

d. Department Chairs

The size of the PRC to evaluate a department chair will be determined by the dean, but shall have a minimum of five members and must be composed of at least 70 percent faculty, including at least one full time, academic-professional track faculty member. The voting faculty of the department will 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 will appoint the remaining members of the PRC.

e. Assistant and Associate Chairs

The size of the PRC to evaluate an assistant or associate chair will be determined by the chair, but shall have a minimum of five members and must be composed of at least 70 percent faculty, including at least one full time, academic-professional track faculty member. The voting faculty of the department will 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 will appoint the remaining members of the PRC.

2. Survey Questionnaires

The appropriate questionnaire (A or B) will be distributed to members of the administrator's academic unit in accordance with the administrator's role and review type. The PRC 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 PRC at any point during the review process.

3. Report of Periodic Review Committee

The PRC's report should include (a) the number of surveys sent out, the response rate, and the number of people indicating insufficient information to participate; (b) the mean and distribution of responses if numerical data are reported; (c) a brief, balanced overview of the overall response to each question or set of questions, not quotations of the respondents' actual words; (d) give fair treatment to both the strengths and deficiencies of the administrator's performance; and (e) offer clear counsel to the recipient of the report.

4. Use of the Report

- a. After receiving the committee's report, the administrator's supervisor will meet with the administrator and discuss the report. This discussion will include specifics for improvement and desired outcomes. Following this, the supervisor will submit a final written response to the administrator within fourteen working days. The administrator may then add a written response to the final report within thirty working days; both documents will become part of the administrator's personnel file. The final report should include how the evaluations influenced the final assessment of the administrator's job performance. The final report may be available as permitted by the Texas Public Information Act (open records).
- b. The supervisor or president, as applicable, will provide a written synopsis of the final report to the PRC, the faculty of the academic unit

of the administrator, and the executive vice chancellor of academic affairs.

E. Non-Periodic Reviews

Non-periodic reviews may be initiated by petition or vote of the voting faculty within the administrator's jurisdiction. A majority of the voting faculty must concur. Such reviews will not be held within two years of initial appointment, the last periodic review, 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 Section. B. 1. following completion of the non-periodic review.

F. Questionnaire A – Questionnaire for Administrators Responsible for Faculty Units (College/School Deans and Associate/Assistant Deans, Chairs, and Associate/Assistant Chairs, Directors)

1. Respond to each statement by selecting one of the options listed below. If you choose C or D, a comment box will appear for additional details. Please note that this is required. Any extra comments can be added in the space provided at the end of the survey. The information you provide here will be kept confidential as much as legally possible.

2. Responses include:

A – Strongly Agree

B – Agree

C – Disagree

D – Strongly Disagree

E – Insufficient Information/Not a Germane Question

3. Questions

a. Research

i. Demonstrates effort to enhance the research productivity and capacity of the unit, while providing leadership in securing external support and funding for its programs.

ii. Fosters, encourages, and recognizes research productivity and creative efforts.

iii. Effectively manages the faculty recruitment and hiring process for the unit.

iv. Demonstrates understanding of the different disciplines within the unit.

- v. Has had a positive impact on the unit's research program.

b. Teaching

- i. Provides leadership in student success initiatives, curriculum implementation, and program development and revision.
- ii. Effectively manages the assignment of teaching duties, including summer sessions.
- iii. Encourages and recognizes outstanding teaching.
- iv. Has had a positive impact on the unit's teaching program.
- v. Encourages and supports innovation in teaching and curriculum.
- vi. Effectively supports the development of high-quality undergraduate and graduate programs.

c. Service

- i. Encourages and rewards outstanding service.
- ii. Supports and promotes outreach, public service, and community engagement efforts.

d. Leadership

- i. Serves as an effective advocate for the unit both inside and outside the institution.
- ii. Possesses a clear vision for the unit's goals and effectively executes both short-term and long-term strategic plans.
- iii. Employs competent staff and maintains an efficient office.
- iv. Is skilled in handling conflicts and controversy.
- v. Inspires trust and confidence.
- vi. Shows proper respect for due process under Regents' *Rules and Regulations*, and the Handbook of Operating Procedures.
- vii. Presides confidently, skillfully, and fairly at faculty meetings.
- viii. Performs responsibilities fairly and impartially.
- ix. Recognizes and supports the faculty's role in governance.
- x. Supports opportunities for the growth and development of faculty and staff.

e. Communication

- i. Solicits, listens to, and considers input from unit members, including information and opinions, regarding major decisions that affect them.
- ii. Communicates clearly and effectively with faculty, staff, and administration.
- iii. Is candid, honest, and consistent.
- iv. Makes timely and well-informed decisions based on evidence and research.
- v. Acts as an effective mediator when disputes arise.
- vi. How would you grade the overall performance of this administrator:
 - 1) A
 - 2) B
 - 3) C
 - 4) D
 - 5) F

4. Comments Section

- a. Reflecting on the past five years, what do you consider the main strengths of the administrator in their role?
- b. Looking back at the past 5 years, what areas do you think need improvement?
- c. Please provide any additional comments.

G. Questionnaire B – Questionnaire for Administrators Responsible for Non-Faculty Units

- 1. Respond to each statement by selecting one of the options listed below. If you choose C or D, a comment box will appear for additional details. Please note that this is required. Any extra comments can be added in the space provided at the end of the survey. The information you provide here will be kept confidential as much as legally possible.
- 2. Responses include:
 - A – Strongly Agree
 - B – Agree

C – Disagree

D – Strongly Disagree

E – Insufficient Information/Not a Germane Question

3. Questions

- a. Demonstrates an understanding of the role of the unit and the different components within the unit.
- b. Provides leadership in program development and revision.
- c. Provides leadership in securing outside support and funding for the administrative unit's programs.
- d. Is an effective advocate for the administrative unit both within and outside the institution.
- e. Effectively formulates and implements short-and long-range plans.
- f. Makes decisions promptly to prevent foreseeable crises and handles unforeseeable ones appropriately.
- g. Communicates clearly and effectively with others.
- h. Considers and solicits input from members of the unit, including their information and opinions regarding major decisions that affect those members.
- i. Efficiently oversees the administrative unit's recruitment and hiring process.
- j. Employs qualified staff and maintains an efficient office.
- k. Effectively manages the assignment of duties.
- l. Presides skillfully, confidently, and fairly at unit meetings.
- m. Demonstrates professionalism in interactions with faculty, staff, and students.
- n. Handles conflicts and controversies effectively.
- o. Inspires trust and confidence.
- p. Shows proper respect for due process and procedures outlined in the Regents' *Rules and Regulations*, and the Handbook of Operating Procedures.
- q. Carries out responsibilities fairly and impartially.
- r. Is candid, honest, and consistent.

- s. Encourages and rewards outstanding service
- t. Considers and solicits input, information, and opinions from unit members on major decisions that affect them.
- u. How would you grade the overall performance of this administrator:
 - i. A
 - ii. B
 - iii. C
 - iv. D
 - v. F

4. Comments Section

- a. If a response of C or D was given for any of the questions above, please include an explanation for each question marked accordingly. The information provided here will be kept confidential by supervisors to the extent permitted by law
- b. Please provide any additional comments.

IV. Relevant UT System and UTA Documents

[Chairs and Program Directors Responsibilities](#)

UT System Rules and Regulations of the Board of Regents [Rule 31001 Faculty Appointments and Titles](#)

UT System Rules and Regulations of the Board of Regents [Rule 31101 Evaluation of Administrators](#)

V. UTA Office Responsible for Policy

Responsible Officer: Provost and Senior Vice President for Academic Affairs

Sponsoring Department: Office of the Provost

VI. Dates Approved or Amended

November 20, 2020

January 24, 2022

July 1, 2024

March 5, 2026